THE TECH

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TRAINER Vol. 3.2

Bi-Weekly Proficiency Edition 1

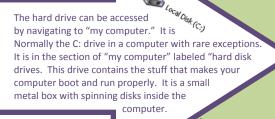
A Note About the Proficiencies and the TechTrainer:

The TechTrainer will be covering multiple ways to accomplish certain proficiency tasks. Please know the goal of the proficiencies is not to know every way possible to do something....just to be able to do it. If you already do something in a way that works, you do not need to memorize all of the other ways possible. The goal is to know how to do something in the way which is most comfortable to you.

Announcing: Tech Tuesdays

As we go through the year we will have various training opportunities available in technology, some of which we are trying to set up for credit toward license renewal. Along with credit renewal other "opportunities" may be present with training on specific subjects. One such recurring opportunity will be Tech Tuesdays. Read the official description below for details.

Tech Tuesdays—Starting in September 28th the Trainer will be sponsoring half-hour proficiency workshops after school every other Tuesday. It is planned that these workshops will build toward credit s for license renewal (however we are currently working out the details). Additionally coming to a workshop will give participants the opportunity to "test out" of the proficiencies covered provided he or she demonstrates mastery during class. The location of the first workshop along with proficiency covered will be announced in next week's edition of the TechTrainer. Generally we will start at 3:30 since participants from all buildings are invited.





Headphone jacks are commonly located on the fronts of computers. The speaker output looks similar and is usually located on the back of the machine

USB Ports (Universal Serial Bus) are rectangular

and have a 3 pronged symbol above them usually. They can be located many places, but they are common on the front and backs of computers.

Num Lock e

key is located right of the keyboard just above the number pad. It is a ("locking") key

The "Num Lock"

that turns on and off the numbers on the keypad. Most keyboards have a light as an indicator to let you know the key is on along the top of the keyboard on the right.

The "Caps Lock" key is located on the left side of the keyboard. It is a ("locking" shift) key that capitalizes anything typed when on. Most keyboards have a light as an indicator to let you know the key is on. The light is usually located along the top of the keyboard on the right..

DVD-RW Drive (D:)

The CD/DVD drive is indicated by a disk with a CD/DVD on top. You can find it by going to "my computer" and looking in the second section called "devices with removable media." It is also a physical device located in the computer.

The G: drive Is your "home directory." Your "my documents" Folder is pointed here. You can find the G: drive by going to "my computer" and looking under the "network drives" area near the bottom. This disk is a network drive, not in

the actual computer.

Identifying Certain Parts of a Computer:

Some of the basic technology proficiencies ask you to be able to identify certain parts of a computer. What makes this troublesome is that different computers can sometimes put the same parts in different places. USB ports for example vary wildly from machine to machine. By examining what each part looks like, you can identify it even if it is located in different spots other than those pointed out above. For the proficiencies you should be familiar with the machine you use most (the one in your room you use on a daily basis). Examine the graphics above to see what exactly the proficiencies want you to be able to identify.