Mineral Resources Infrastructure Work

Level - I

Learning Guide -09

Unit of Competence: -   Use Personal Computer

Module Title: -   Using Personal Computer

LG Code: -   MIN MRI1 M02   LO4-LG-09

TTLM Code: -   MIN MRI1 TTLM 0819v1

LO4: Print information

Instruction Sheet-4	Learning Guide - 09

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Operating printer
- Printing document
- Viewing and deleting printing progress
- Changing default printer

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, **you will be able to –**

- Print information from installed printer.
- View and delete progress of print jobs as required.
- Change default printer if installed and required.

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information "Sheet 1, Sheet 2, and Sheet 3".
4. Accomplish the "Self-check 1" **in page 5**.
5. If you earned a satisfactory evaluation from the "Self-check" proceed to "Operation Sheet 1, Operation Sheet 2, Operation Sheet 3 and Operation Sheet 4 " **in page 6, 7, 8 and 9 respectively.**
6. Do the "LAP test" **in page – 10** (if you are ready).

Information Sheet-1	**Operating printer**

Printer: This device takes information (usually text and pictures) from the computer and prints it on paper.

Print a Test Page

Click "View Devices and Printers" under the Hardware and Sound section. Right-click your printer and select "Printer properties." Click the "Print test page" button at the bottom of the window. If the printer prints a test page, it is physically working.

F.g.1.1. Components of printer

Information Sheet-2	Viewing and deleting printing progress

1.1.Viewing printing progress

Print preview is a feature that allows you to view what a printed version of the document would look like on the screen before printing.

Information Sheet-3	Changing default printer

A default printer is the printer all print jobs are sent to unless otherwise specified. Having a default printer prevents a program from asking the user what printer they want to use each time they print.

Self-Check -1	Knowledge Test

I. <u>Say true or false for the following statements</u>

_____ 1. The main advantage of a printer to restore the document you open for the next future.

_____ 2. Default printer prevents a program from asking the user what printer they want to use each

   time they print

Note: **Satisfactory rating - 5 points**   **Unsatisfactory - below 5 points**
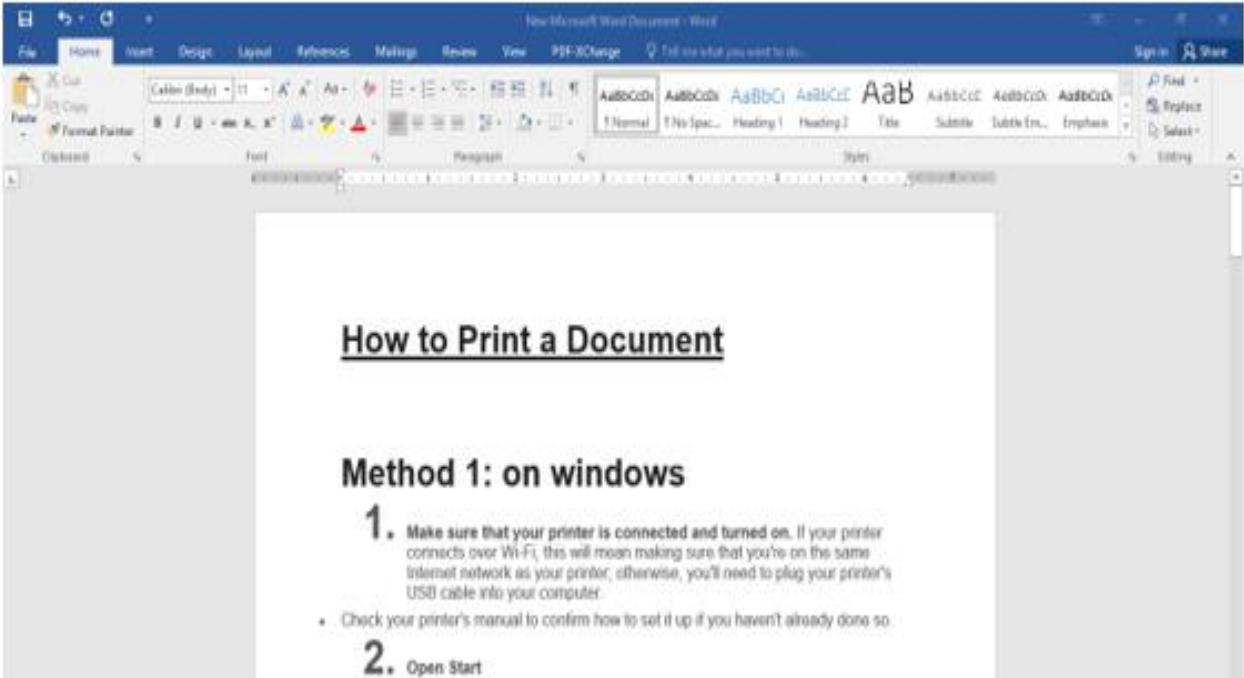
Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Operation sheet-1	Steps to operate printer /printing documents/
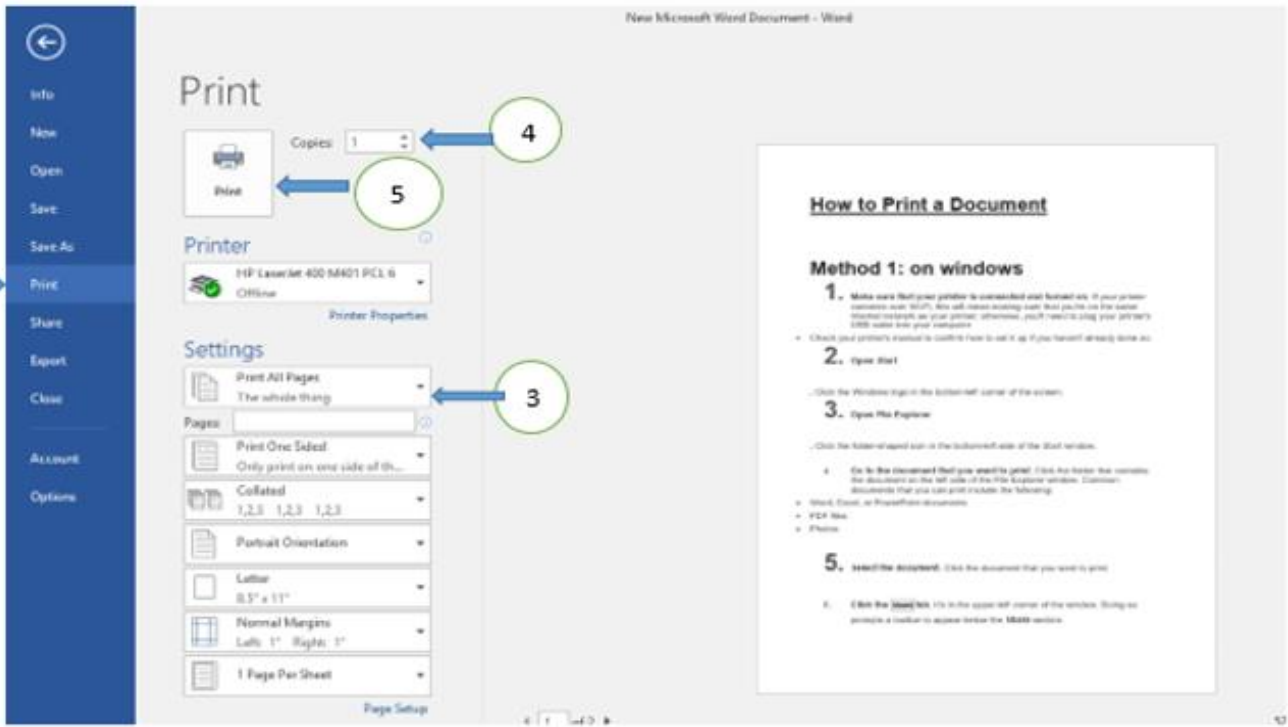
F.g.1.1.steps to print

Operation sheet-2	How to print a document?

To print a document, your computer needs to be connected to a printer. You'll need:

Step 1: Open an existing Microsoft Word document or start a new document.

Step 2: Click on File in the top left-hand corner of your document.

Then, click on Print.

Step 3. Choose how many copies of your document you need and click on the printer you wish to use.

Step 4: Depending on your printer options, you can choose other printing features such as whether you want to print all pages or only certain pages.

Step 5: Click Print. The document will now start printing on your printer.
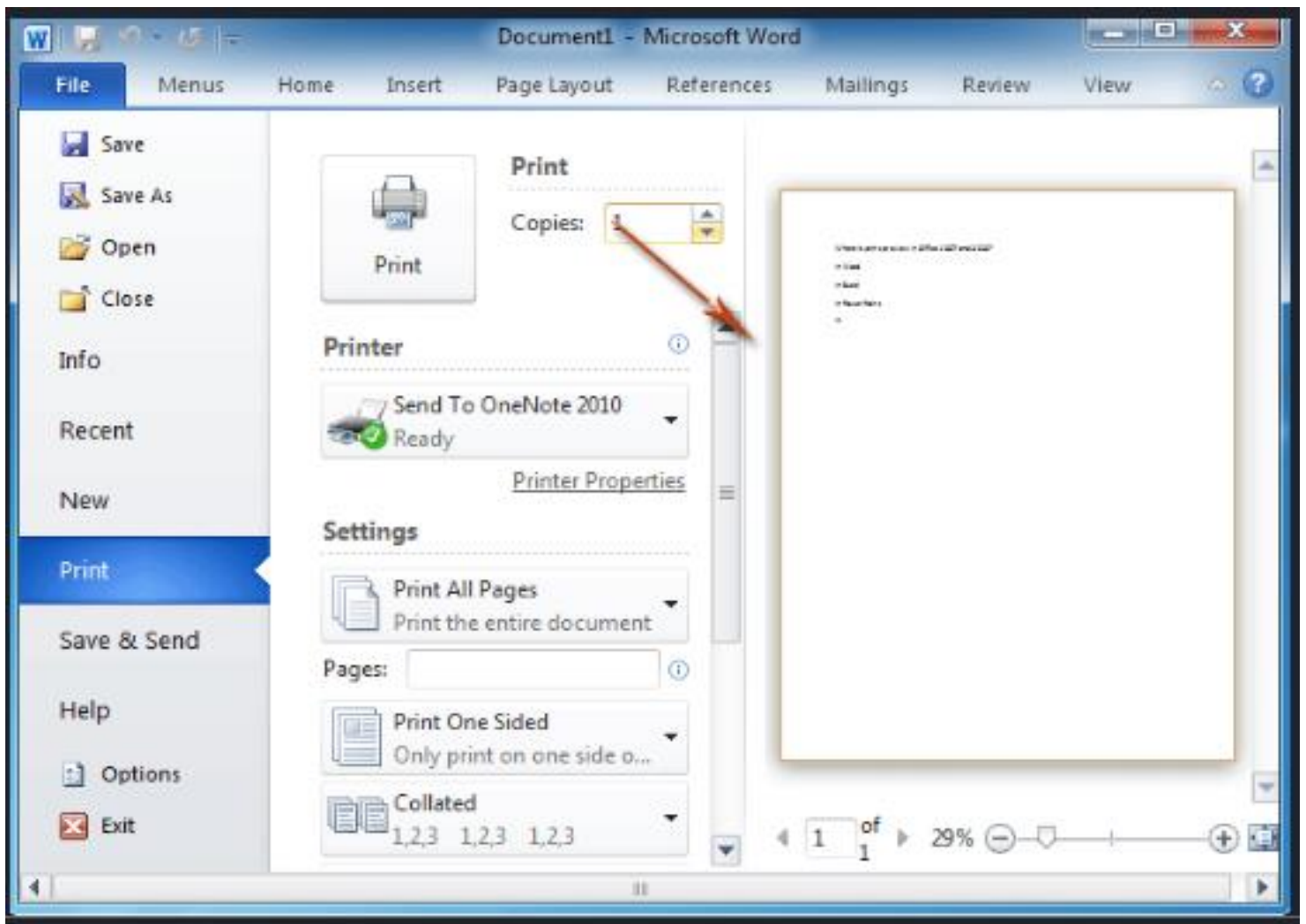
F.g.2.1.print menu

Operation Sheet-3	**deleting printing progress**

How Do You Cancel a Print Job Without Wasting Tons of Paper?

The moment you realize you've sent many-page mistake to your printer

Keep this two-option guide in mind or at hand, so when that moment arrives, you'll be ready.

1. Delete From Your Printer

If you are close to the printer, walk over to it and either cancel the job or pull out the paper.

Alternatively, you can turn the printer off. Or if you can get to the paper supply easily, you can try removing the stack. Removing the paper from the printer's input tray (or turning the printer off) won't cancel the print job, but it will pause the printing, giving you time to take other steps to delete the mistake

2. Delete From Your PC

If you can't make it to the printer quickly, you'll need to stop the job remotely from your PC. This procedure involves opening the print queue and canceling the job.

Method -2.1.

2.1.1   Click Start, Devices and Printers

2.1.2   Right-click the printer whose job you want to cancel, and *select* See what's printing *from the* context menu.

2.1.3   The print queue will pop up. Right-click the runaway print job, and then click Cancel from the context menu.

Method -2.2

1.2.1   Click Start, Control Panel, Hardware and Sound

1.2.2   Click Printers, and then double-click the printer whose job you want to cancel.

1.2.3   The print queue listing will pop up. Right-click the runaway print job and click Cancel in the context menu.

Operation sheet-4	Changing default printer

To change your default printer

- Choose **printer** in the Control Panel (Start, Control Panel, and **Printers**).

- Right-click on the **printer** you want to make the **default printer**.

- From the context menu that opens up select **set** as **Default Printer.**
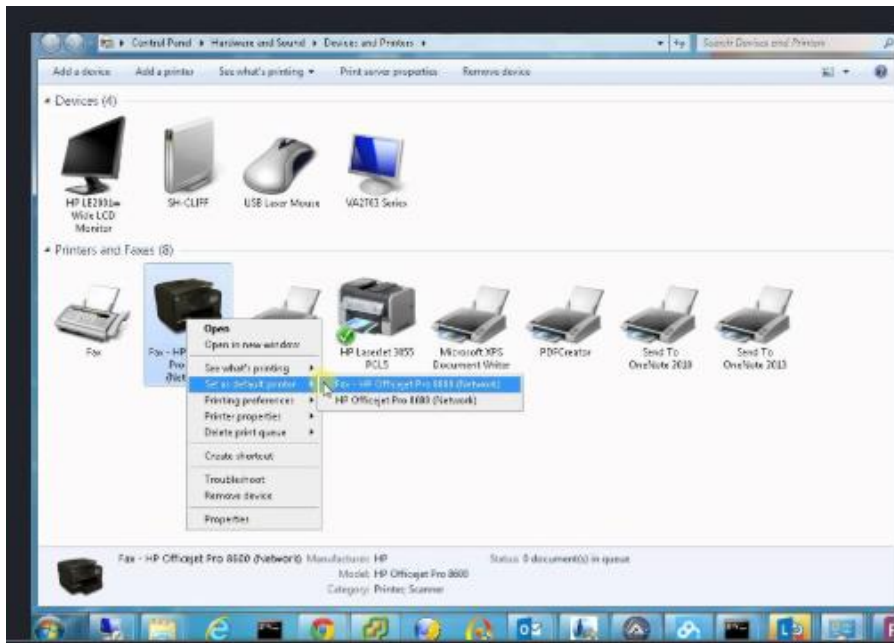
F.g.3.1.1. default printer

LAP Test -4	Practical Assessment

1. **Print the print test page**

Source /reference/ from website /internet/

1. Beginning computer literacy

2. Easy steps printing

3. Pc and printer setup

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