

# IC3 Spark

## Using Windows 7 & Microsoft® Office 2013

Courseware 7328

**IC3**spark

**CCI**Learning™

## Course Description

This courseware is designed to introduce the concept of digital literacy and what can be accomplished using a computer. The participant will then be introduced to the Internet, learn how to find information and stay safe while online. Participants are then introduced to basic skills using the most popular types of application programs.

This courseware is targeted towards elementary and middle school students who need to use computers or computing devices to perform basic tasks for school and personal life.

**Course Length: 30-40 hours**

## Course Prerequisites

This courseware presents essential skills and topics. It is intended for those who have not used a computer previously, or who have minimal experience. Some familiarity with using a mouse and keyboard can be helpful.



## Course Objectives

The IC3 Spark exam covers subjects needed to complete basic computer tasks, understand what the Internet is and how to use it safely, and build basic skills to create reports using common application programs. Objectives include learning how to:

- Start a computer and access the operating system.
- Identify different ways files or folders display and explore how to manipulate them.
- Recognize different types of computers available, and learn basic hardware terminology.
- Customize your computer using the Control Panel in Windows.
- Identify software and how most common application programs are used.
- Browse the Internet and perform basic online tasks.
- Understand how web sites are organized and identify common web page elements.
- Recognize different communication methods and means of sharing information.
- Practice good digital citizenship and online safety.
- Recognize common features shared among the applications in Microsoft Office 2013 and explore basic techniques for working in an office application.
- Use the basic skills required to create simple documents with a word processing program, including letters and reports.
- Use the basic skills required to work in a spreadsheet application, including how to enter and format text, navigate and manage worksheets, create charts and set printing options.
- Use the basic skills required for working with an application designed to create and edit slides that include text, images, charts, tables, or multimedia.

**About This Courseware**

Courseware Description  
 Course Design  
 Course Objectives  
 Conventions and Graphics

**Lesson 1: Operating Systems Basics**

Lesson Objectives  
 What is an Operating System?  
 Common Operating System Features  
 Looking at the Windows Desktop  
 Using the Control Panel  
 Customizing the Desktop Display  
 Lesson Summary  
 Review Questions

**Lesson 2: Managing Files and Folders**

Lesson Objectives  
 Looking at a Typical Window  
 Understanding Files and Folders  
 Working with Files and Folders  
 Selecting Files or Folders  
 Looking at the Recycle Bin  
 Lesson Summary  
 Review Questions

**Lesson 3: Computer Hardware and Concepts**

Lesson Objectives  
 Identifying Computers  
 Looking Inside a Computer  
 Recognizing Input / Output Devices  
 Proper Hardware Care  
 Lesson Summary  
 Review Questions

**Lesson 4: Computer Software and Concepts**

Lesson Objectives  
 What is Software?  
 What is an Application Program?  
 Entertainment Programs  
 Lesson Summary  
 Review Questions

**Lesson 5: Surfing the World Wide Web**

Lesson Objectives

What Is the Internet?  
 Finding Computers on the Internet  
 The World Wide Web  
 Meet the Browser!  
 Browser Navigation Tools  
 Standard Web Page Features  
 Site Home Page  
 Navigation Bar  
 Lesson Summary  
 Review Questions

**Lesson 6: Digital Communication**

Lesson Objectives  
 How Can I Communicate with Others?  
 Real-Time Communications  
 Instant Messages (IM)  
 Other Real-Time Technologies  
 Delayed Communication  
 Using an Email Program  
 Working with Attachments  
 Lesson Summary  
 Review Questions

**Lesson 7: Online Research and Citizenship**

Lesson Objectives  
 Finding Information  
 Other Places to Find Online Information  
 Evaluating the Information  
 Practicing Good Online Citizenship  
 Lesson Summary  
 Review Questions

**Lesson 8: Common Features**

Lesson Objectives  
 Getting Started  
 Common Features  
 Managing Files  
 Working with Document Text  
 Using Proofing Tools  
 Inserting Multimedia  
 Print Options  
 Lesson Summary  
 Review Questions

**Lesson 9: Word Processing Activities**

Lesson Objectives  
 Entering and Editing Text  
 Managing Files  
 Quick Review – Basic Editing Techniques  
 Formatting Text  
 Quick Review – Proofing Tools  
 Changing the Page Setup  
 Previewing and Printing the Document  
 Using Tables  
 Lesson Summary  
 Review Questions

**Lesson 10: Spreadsheet Activities**

Lesson Objectives  
 Understanding Basic Terminology  
 Managing Workbooks  
 Working with Worksheet Data  
 Working with the Layout  
 Working with Charts  
 Printing the Worksheet  
 Lesson Summary  
 Review Questions

**Lesson 11: Presentation Activities**

Lesson Objectives  
 What Does a Presentation Include?  
 Managing Presentations  
 Views and Navigation  
 Managing Slides  
 Working with Slide Objects  
 Animating Objects  
 Viewing a Slide Show  
 Viewing Print Options  
 Lesson Summary  
 Review Questions

**Appendices**

Appendix A: Courseware Mapping  
 Appendix B: Glossary of Terms  
 Appendix C: Index