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Global Standard 5

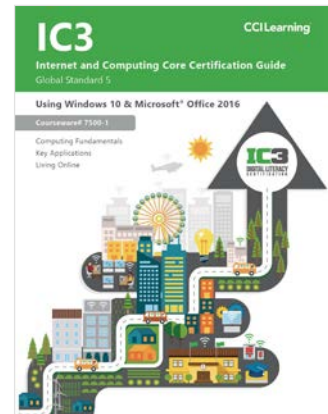


Internet and Computing Core Certification Guide
Using Windows 10 & Office 2016
Courseware 7500

Course Description

This courseware is designed to introduce what digital literacy means and what can be accomplished using a computer. The participant will progress to using popular software application programs to process typical documents found in a business or school environment. Participants are also introduced to what the Internet is and what makes it so popular for communicating and sharing information with others. This courseware is targeted towards people who are new to computers or have limited exposure to a computer prior to taking this course. The intent of this courseware is to introduce computer knowledge and skill sets that a participant can acquire and then apply to tasks he/she may want to perform on a computing device.

Course Length: 70-125 hours



Course Prerequisites

This courseware was designed to provide the essential skills for computer literacy, using application programs commonly found in school and business environments. It is intended for those who have not used a web browser, word processor, spreadsheet, presentations, or email program previously, or have minimal experience. Some familiarity with using a mouse and keyboard can be helpful.

COMPUTING FUNDAMENTALS

The Computing Fundamentals exam covers a foundational understanding of computer hardware, software, operating systems, peripherals, troubleshooting and mobile device and cloud computing concepts.

Lesson 1: Operating Systems

Lesson Objectives
 What is an Operating System?
 Desktop Operating Systems
 Common Operating System Features
 Understanding Windows
 Power Options
 Looking at the Windows 10 Desktop
 Global and Profile-Specific Settings
 Changing Global Settings
 Customizing Profile-Specific Settings
 Mobile Operating Systems
 Operating System Updates
 Lesson Summary
 Review Questions

Lesson 2: Hardware

Lesson Objectives
 What Makes Hardware Tick?
 About the Numbers
 The Basics – What’s Inside?
 Memory and Storage
 Identifying Types of Computers
 Keyboards, Mice, and Touch Screens
 Typical Smart Phone Hardware
 Power Plans
 Connecting Peripherals
 Wireless Connection Technologies
 Lesson Summary
 Review Questions

Lesson 3: Networks and Mobile Devices

Lesson Objectives
 What Is a Network?
 Why Networks?
 Basic Network Technology
 Obtaining Internet Service
 Connecting the Internet to Your LAN
 Wired Connections – Ethernet
 Wireless Connections – Wi-Fi
 Cellular Networks
 Obtaining Cell Service
 Cellular Service Plans
 Cellular Devices
 Hard-Wired Phones
 Voice Mail
 Lesson Summary
 Review Questions

Lesson 4: File Management

Lesson Objectives
 Understanding Folders and Directory Structure
 Using File Explorer
 Working with Files and Folders
 Understanding Default Locations
 Managing Electronic Media
 Sharing Files
 Lesson Summary
 Review Question

Lesson 5: Software

Lesson Objectives
 Why Use Software?
 Obtaining Software
 Managing Software
 Configuring Software
 Working with Windows Apps
 Messaging Applications
 Lesson Summary
 Review Questions

Lesson 6: Cloud Computing

Lesson Objectives
 Cloud Computing Concepts
 Cloud Accounts
 Microsoft OneDrive
 iCloud
 Dropbox
 Other Types of Cloud-Based Applications

Lesson 7: Security and Maintenance

Lesson Objectives
 The Need for Security
 User Names and Passwords
 Identifying Risks
 Protecting Yourself
 Backup and Restore
 Troubleshooting
 Lesson Summary
 Review Questions

KEY APPLICATIONS

The Key Applications exam covers popular word processing, spreadsheet and presentation applications and the common features of all applications to help you learn faster, work smarter, and present yourself better.

Lesson 8: Apps and Applications

Lesson Objectives
 Understanding Apps and Applications
 Application Programs
 Web Apps
 Local Apps
 Limitations
 Lesson Summary
 Review Questions

Lesson 9: Using Microsoft Word

Lesson Objectives
 Identifying Common Features
 Looking at the Edit Screen
 Entering and Editing Text
 Managing Files
 Manipulating Text
 Applying Formatting
 Formatting the Document
 Preparing the Document for Printing
 Working with Pictures

Using Tables
 Tracking Changes
 Lesson Summary
 Review Questions

Lesson 10: Using Microsoft Excel

Lesson Objectives
 Looking at the Excel Screen
 Managing Workbooks
 Manipulating the Contents
 Creating Simple Formulas
 What Does Formatting Mean?
 Working with Charts
 Working with Lists and Databases
 Working with Tables
 Finalizing the Print Output
 Lesson Summary
 Review Questions

Lesson 11: Database Concepts

Lesson Objectives
 What Is Data?
 What is a Database?

Database Tables
 Database Queries
 Database Forms
 Where Are Databases Used?
 Lesson Summary
 Review Questions

Lesson 12: Using Microsoft PowerPoint

Lesson Objectives
 What is PowerPoint?
 Working with Presentations
 Managing the Slides
 Managing Slide Objects
 Animating Objects
 Setting Up Slide Shows
 Sharing the Presentation
 Lesson Summary
 Review Questions

LIVING ONLINE

The Living Online examination covers skills for working on the Internet or in a networked environment and maximizing your communication, education, collaboration, and social interaction in a safe and ethical way.

Lesson 13: Looking at the Internet

Lesson Objectives
 A Connected Community
 Introducing the Internet
 Finding Computers on the Internet
 Understanding Domain Names
 Understanding URLs
 What is the World Wide Web?
 What Exactly is a Web Page?
 Meet the Browser!
 Browser Navigation Tools
 Browser Functions and Features Browser
 Preferences and Settings
 Extending Browser Functionality
 Web Standards
 Lesson Summary
 Review Questions

Lesson 14: Managing Media Literacy

Lesson Objectives
 Searching for Information
 Using Search Engine Technology
 Researching Information

Understanding Copyrights Issues

Lesson Summary
 Review Questions

Lesson 15: Digital Communication

Lesson Objectives
 Digital Communication Technologies
 Asynchronous Communications Tools
 Real-Time Communication Technologies
 Skype – More than Just IM
 Checking Out Google Hangouts
 Online Conferencing Collaboration Tools
 Distance Learning Technologies
 Streaming
 Lesson Summary
 Review Questions

Lesson 16: Understanding Email, Contacts, and Calendaring

Lesson Objectives
 Working with Email
 Using an Email Program
 Using the Gmail Calendar
 Lesson Summary
 Review Questions

Lesson 17: Your Life Online

Lesson Objectives We Are Social Beings
 Social Media Networks
 Open vs Closed Social Media Networks
 Taking a Look at LinkedIn
 Managing Your Digital Identity Online
 Behavior
 Computers and Your Health
 Lesson Summary
 Review Questions