

## Global Standard 6

Internet and Computing Core Certification Guide for the Modern World  
Using Windows 10 & Office 2019  
Courseware 7510

# Course Description

This course is designed to introduce what digital literacy means and addresses current computing concepts for being online, include using the cloud and mobile devices. Students will understand and demonstrate how to find and validate research results, becoming productive as they collaborate and communicate with others to create content in modern digital environments.

The new structure is a comprehensive list of credentials that use seven digital literacy domains to successfully understand and apply these skills. These skills are built through three certification exams designed for basic, intermediate, and advanced levels.

- Level 1 introduces fundamental concepts and essential components.
- Level 2 builds on the knowledge covered in Level 1 to apply a working knowledge to each of the seven domain skills at this level.
- Level 3 focuses on concepts for an advanced understanding of digital literacy and builds skills for a technical foundation to succeed in educational and employment paths.

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: 20-30 hours

### Course Prerequisites

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.

# Level 1– Fundamental Concepts

This exam covers a foundational understanding of concepts and essential components.

## Lesson 1: Technology Basics

What is an Operating System?

- Desktop Operating Systems

- Mobile Operating Systems

Meet the Web Browser

- Using the Address Bar

- Browser Scroll Bars

- Browser Windows (Tabs)

- Hyperlinks in the Browser

- Popular Browsers

Accessing Information

- Having Online Accounts

- Navigating in Windows

- Navigating on Mobile OS

Identifying Devices

- Input Devices

- Output Devices

- Connectors

Software

- Application Programs

- Web Apps

- Proprietary and Open-Source

- Operating Systems

- Obtaining Software

Recognizing Basic Hardware

- Desktop Computers

- Laptop (or Notebook)

- Computers

- Chromebooks

- Tablets

- Smart Phones

- All-in-One Computers

Understanding Memory

- Read Only Memory (ROM)

- Random Access Memory (RAM)

Understanding Storage

- Common Storage Devices

Identifying Operating Systems

- Mobile Operating Systems

- Popular Operating Systems

Networking Concepts

- Infrastructure Is Everything

- Ethernet Standards and Cables

- Network Interface Card (NIC)

- Wireless Connections (Wi-Fi)

Troubleshooting Connection

- Issues

## Lesson 2: Digital Citizenship

Managing Your Digital Identity

- Digital Footprints

- Online is Forever

- Why Is Your Digital Identity

- Important?

- Online Behavior

- Researching Information

## Lesson 3: Information

### Management

Searching for Information

- Using Search Engines

- Using Digital Content

## Lesson 4: Content Creation

Using Microsoft Word

- Identifying Common Features

- Entering and Editing Text

- Selecting Text

- Saving Documents

- Starting a New Document

- Applying Formatting

- Formatting the Document

What is PowerPoint?

- What Does a Presentation

- Include?

- Looking at the Edit Screen

- Creating Presentations

- Changing Slide Size Options

- Saving a Presentation

- Displaying Information in the

- Presentation

- Managing the Slides

- Using Select versus Edit Mode

- Formatting Text

- Inserting Pictures

Referencing Information

Backing Up Your Work

- Backing Up Your Personal Files

Preparing to Print

## Lesson 5: Communication

We Are Social Beings

- How Do We Share Information?

- Social Media Networks

- Popular Social Media Networks

Interacting with Others

- Responding to Email

- Communications

## Lesson 6: Collaboration

Digital Collaboration

- Real-Time and Delayed

- Communications

Collaboration Tools

- Office 365

- Built-in Content Management

- Co-authoring Documents in

- SharePoint

- Using Digital Etiquette

## Lesson 7: Safety and Security

The Need for Security

- Identifying Risks

- Connecting to Networks

- Using Public Computers

- Social Engineering

- Phishing

- Conducting Safe E-Commerce

- Transactions

- Virtual Private Networks (VPNs)

User Names and Passwords

- Keeping Your Account Safe

Data Collection Technology

- Cookies

- Browsing History

- Private Browsing

Computers and Your Health

- Cyber Bullying

- Harassment

Ergonomic Best Practices

## Level 2 – Working Experience

This exam covers concepts related to a working knowledge of seven skill groups.

### Lesson 8: Technology Basics

- Global and Profile-Specific Settings
  - The Settings App
  - Browser Preferences and Settings
- Using a Digital Calendar
  - Creating an Appointment
  - Working with Multiple Calendars
  - Creating Tasks
- Using Automated Methods
  - Cloud Computing Concepts
  - Using the AutoCorrect and AutoComplete Features
  - Adjusting Common Hardware Settings
- Using Printers
  - Connecting Printers
- Identifying Devices and Connections
  - Processors
  - Video Ports and Connectors
  - Ethernet Cables

### Lesson 9: Digital Citizenship

- Using a Personal and Professional Identity
  - Aliases
  - Maintaining Site Credentials
- Etiquette Considerations
  - Responding to Others
  - Sharing Content
- Keeping Up with Technology
  - Looking at Personal Responsibilities

### Lesson 10: Information Management

- Searching Online
  - Narrowing the Search Results
  - Accessing the Search Results
- Collecting Online Data
  - Static and Dynamic Web Pages
  - Database Driven Web Pages
  - How Can I Determine If Data Has Been Collected?
  - How is Data Being Collected?

### Lesson 11: Content Creation

- Structuring Documents
  - Using Styles
  - Using Headers and Footers
  - Creating a Table of Contents
  - Using Track Changes
  - Using Common Shortcuts
- Preparing Presentations
  - Animating Objects
  - Customizing the Animation
  - Applying Slide Transitions
- Using Microsoft Excel
  - Understanding Basic Terminology
  - Entering Data in the Worksheet
  - Creating a New Blank Workbook
  - Creating a New Workbook from a Template
  - Saving Workbooks
  - Selecting Cells
  - Formatting Cells
  - Formatting Numbers and Decimal Digits
  - Changing Cell Alignment
  - Changing Fonts and Sizes
  - Managing Worksheets
- Editing Images
- Editing Videos
- Keyboarding
- Managing Files
  - Drive Letters
  - Folders and Subfolders
  - Directories and Paths
  - Connecting "Smart" Devices
  - File and Folder Permissions
  - Understanding Local and Remote Locations
  - Compressing Files
  - Using Password Protection
  - Managing Document Versions
- Knowing How to Reuse Resources
  - Intellectual Property
  - Copyright
  - Plagiarism
  - Public Domain
  - Creative Commons
- Design Elements in Content
- Presenting Information

### Lesson 12: Communication

- Interacting with Others Online
  - Electronic Mail (Email)
  - Messaging Applications
  - Phone Calls
  - Online Conferencing
  - Forums
  - Web Sites
  - Finding Community Services
- Buying Online
  - Exercise Skepticism
  - Always Use Secured Transactions
  - Purchasing Apps
- Streaming
  - Business Applications
  - Costs of Streaming

### Lesson 13: Collaboration

- Collaboration Tools
  - Microsoft 365
  - Co-authoring on Content
- Collaborating in Virtual Meetings

### Lesson 14: Safety and Security

- Staying Safe and Healthy While Online
  - Ergonomics
  - Unplugging Online
- Identifying Mental Health Issues
  - Catfishing
  - Fear of Missing Out (FOMO)
  - Posting
- Protecting Your Devices
  - Using Encryption
  - Blocking Camera Access
- Protecting Your Files
  - File and Folder Permissions

## Level 3- Advanced Concepts

This exam covers advanced concepts to apply a technical foundation for educational and employment paths that support the development of more specialized technological skills.

### Lesson 15: Technology Basics

How to Know What to Get or Use

- Checking the System

  - Requirements

- Application Software

  - Requirements

Troubleshooting

- Is it Hardware or Software?

- Connection Issues

- Getting Technical Support

Licensing Software

- Setting Software Defaults

- Using Common Features

### Lesson 16: Digital Citizenship

Protecting Identities

Being a Good Digital Citizen

- Reporting Harmful Behavior

- Who NOT to Report to

### Lesson 17: Information

#### Management

Creating an Effective Search

- Using Boolean Operators

- Using HTML Objects

- Advanced Search Pages

Researching Information

- Assessing the Information

### Lesson 18: Content Creation

Working with Digital Media

- Using Visual Data

- Managing Digital Information

- Ensuring Accessibility

Understanding Intellectual

- Property

- Protecting Intellectual Property

Planning a Digital Project

### Lesson 19: Communication

Managing Digital Communications

Communicating to Resolve Issues

### Lesson 20: Collaboration

Collaborating to Resolve Issues

Contributing on Projects

### Lesson 21: Safety and Security

Securing Your Device

Scanning Your Device

- Antivirus Software

Transferring Devices to Others

- Resetting Mobile Devices

Identifying the Impact of Digital

- Tools and Technologies