

ABC's of IC³ Certification



Module A: Computing Fundamentals

Courseware 11##-0A

Course Description

This module includes the knowledge and skills required to identify different types of computers, the components of a personal computer (including internal components such as microprocessors) and how these components work together. The module also includes the knowledge and skills relating to computer storage as it applies to hardware components like floppy and hard disks and performance as it applies to processor speed and memory.

Courseware Outline

Recognizing Computers

- Computers All Around Us
 - Objectives
 - Large Systems (1.1.1, 1.1.9)
 - Supercomputers
 - Mainframes
 - Mini computers
 - Personal Computers (1.1.2)
 - PC
 - Apple
 - Notebooks or Laptop Computers (1.1.1)
 - Other Personal Computers (1.1.3)
 - PDA
 - Tablets
 - Pocket PC
 - Workstations
 - Other Types of Computers (1.1.3)
 - Calculators
 - Cellular Phones
 - ATM
 - Large equipment
 - Automobile engines
 - Integrating the Different Systems (1.1.9 - 1.1.11)
 - Summary
 - Review Questions

- Looking at Networks (1.1.11)
 - Objectives
 - Types of Networks
 - Features and Benefits
 - Interacting with Networks
 - Summary
 - Review Questions

- Elements of a Personal Computer (1.2.1)
 - Objectives
 - Looking at the System Unit (1.1.4, 1.2.2)
 - The Motherboard
 - The Microprocessor Chip (1.1.5)

- The Power Supply
 - Expansion Slots
 - Summary
 - Review Questions
- Understanding Memory (1.1.7)
 - Objectives
 - How memory works
 - Read Only Memory - ROM BIOS
 - Random Access Memory (RAM)
 - Cache Memory
 - Summary
 - Review Questions

- Identifying Input/Output (I/O) Devices (1.2.3, 1.2.4)
 - Objectives
 - Looking at the Monitor
 - Using Video Cards
 - Using the Keyboard
 - Using the Mouse
 - Looking at Other Input/Output Devices
 - Recognizing Ports (1.2.6)
 - Summary
 - Review Questions

- What Are Storage Systems? (1.2.5)
 - Objectives
 - Working with Floppy Disk Drives
 - Working with Hard Disk Drives
 - Working with CD Drives
 - Using Other Storage Devices
 - Identifying Disk Drives
 - Summary
 - Review Questions

- Looking at Printers (1.2.1)
 - Objectives
 - Dot Matrix Printer
 - Ink Jet Printer

- Bubble Jet Printer
- Laser Printer
- Summary
- Review Questions

- Basic Troubleshooting Techniques
 - Objectives
 - Increasing the Computer's Performance
 - Installing New Hardware (1.2.7)
 - It's Not Working
 - Working with Data
 - Taking Care of the Computer (1.4.1 - 1.4.8)
 - General Protection
 - Environmental
 - General Maintenance
 - When to Replace or Upgrade
 - Summary
 - Review Questions

- Buying a Computer (1.3.1 - 1.3.4, 2.3.8))
 - Objectives
 - Checklist of Needs and Requirements
 - Summary
 - Review Questions

- Looking at Software Applications
 - Objectives
 - Process for Creating a Software Program (2.1.1 - 2.1.2)
 - Common Application Programs Used
 - Operating Systems
 - Word Processing (2.2.1)
 - Spreadsheet (2.2.2)
 - Presentation (2.2.3)
 - Database (2.2.4)
 - Multimedia (2.2.5)

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- Utility (2.2.6)
 - Other Types of Programs (2.2.6 - 2.2.7)
 - When to Upgrade (2.1.3)
 - Summary
 - Review Questions
- Using the Computer (1.1.8)
- Objectives
 - Starting the Computer
 - Working with an Application Program
 - The Boot Routine
 - Resetting the Computer
 - Shutting Down the Computer
 - Summary
 - Review Questions
 - Practice Elements
- Case Studies
- Using Windows**
- What is Windows?
- Objectives
 - Purpose and Importance of the Operating System (3.1.1 - 3.1.4)
 - Windows 3.x
 - Windows for Workgroups
 - Windows NT
 - Windows 95
 - Windows 98
 - Windows 2000 Professional
 - Windows Millennium Edition
 - Windows XP Professional
 - Windows XP Home
 - Windows CE (3.1.2)
 - Incompatibility Issues (3.1.5)
 - Summary
 - Review Questions
- Looking at the Desktop (3.2.1)
- Objectives
 - Navigating Within Windows
 - Using the Start Button
 - Summary
 - Review Questions
 - Practice Elements
- Looking at a Typical Window (3.2.2)
- Objectives
 - Moving a Window
 - Sizing a Window
 - Using Scroll Bars
- Summary
 - Review Questions
 - Practice Elements
- Exiting Windows (3.2.3)
- Objectives
 - Performing a Logon or Logoff
 - Shutting Down Correctly
 - Resetting Windows
 - Using Standby
 - Summary
 - Review Questions
 - Practice Elements
- Using Windows Help (3.2.4)
- Objectives
 - Contents
 - Index and Search
 - Favorites
 - Getting Help in a Dialog Box
 - Summary
 - Review Questions
 - Practice Elements
- Running Programs (3.2.4)
- Objectives
 - Working with a Typical Program
 - Switching Between Programs
 - Organizing the Windows
 - Using the Task Manager
 - Summary
 - Review Questions
 - Practice Elements
- Using My Computer (3.2.6)
- Objectives
 - Changing the View
 - Summary
 - Review Questions
 - Practice Elements
- Using Windows Explorer
- Objectives
 - Looking at the Contents Pane
 - Searching for Files or Folders
 - Summary
 - Review Questions
 - Practice Elements
- Managing Files and Folders (3.2.6)
- Objectives
 - Creating Folders
 - On the Windows Desktop (3.2.5)
 - On different drives or within folders
 - Selecting Files & Folders
 - Copying and Moving Files & Folders
 - Renaming Files & Folders (3.2.7)
 - Viewing File & Folder Properties
 - Deleting Files & Folders (3.2.7)
 - Basic Troubleshooting Options (3.2.7 - 3.2.8)
 - Recognizing File Types
 - Protected Files
 - Summary
 - Review Questions
 - Practice Elements
- Working with Shortcuts
- Objectives
 - Creating Shortcuts
 - Customizing Shortcuts
 - Customizing the Start Menu
 - Summary
 - Review Questions
 - Practice Elements
- Using the Recycle Bin
- Objectives
 - Restoring a File or Folder
 - Emptying the Recycle Bin
 - Summary
 - Review Questions
 - Practice Elements
- Managing Disks
- Objectives
 - Formatting Floppy Disks
 - Error Checking
 - Defragmenting the Disk
 - Cleaning Up the Disk
 - Creating an Emergency Repair Disk
 - Summary
 - Review Questions
 - Practice Elements
- Using the Control Panel (3.3.1 - 3.3.3, 3.3.5)
- Objectives
 - Customizing the Desktop Display (3.3.3)
 - Changing the Date & Time
 - Customizing the Mouse
 - Working with Fonts
 - Managing Printers

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Module A: Computing Fundamentals

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- Viewing Printers Installed (3.3.4)
 - Updating the Printer
 - Summary
 - Review Questions
 - Practice Elements
- Adding/Removing Programs
- Installing a New Program (3.3.6)
 - Uninstalling a Program
 - Basic Troubleshooting Options (3.3.7)
 - Access Restrictions
 - Error Messages During the Installation
 - Program Doesn't Start
- Program Doesn't Work
 - Other Programs Now Don't Work
 - Summary
 - Review Questions
 - Practice Elements
- Case Studies

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Module B: Key Applications

Courseware 1112

Course Description

This module includes the knowledge and skills required to perform functions common to all Microsoft Windows applications with an emphasis on the common functionality between the two Microsoft Office applications, Microsoft Word and Excel. Elements include the ability to start and exit either the Word or Excel application, modify the display of toolbars and other on-screen elements, use online help, and perform file management, editing, formatting and printing functions common to Word, Excel and most Windows applications. ICVs are encouraged to demonstrate that these common functions are similar between Word and Excel and also common to Windows applications other than these two.

Courseware Outline

Common Elements

Sharing Common Elements

- Objectives
- Starting Word/Excel/PowerPoint (1.1.1)
- Exiting Word/Excel/PowerPoint (1.1.2)
- Looking at the Screen (1.2.1)
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
- Using the Menus
- Using the Toolbars (1.2.2)
- Getting Help (1.1.3 - 1.1.4)
- Working with Files
 - Switching Documents (1.2.3)
 - File Types (1.2.6 - 1.2.8)
 - Saving as Templates (1.2.8)
 - Locating Files
 - Checking File Properties (2.1.21)
 - Changing Views (1.2.4 - 1.2.5)
 - Basic Troubleshooting Options (1.2.10)
- Printing Files (1.4.4)
 - Checking the Print Queue
 - Managing Print Jobs
 - Basic Troubleshooting Options (1.4.5)
- Summary
- Review Questions
- Practice Elements

Using Microsoft Word

Creating Documents

- Objectives
- Entering and Editing Text (1.3.2)
 - Moving Around (1.3.1)
 - Using the Insertion Point
 - Using the Scroll Bar
- Using Non-Printing Characters (2.1.1)

- Saving a New Document (1.2.8)
- Starting a New Document (1.2.6)
- Saving an Existing Document (1.2.8)
- Closing a Document (1.2.9)
- Opening a Document (1.2.7)
- Switching Between Documents (1.2.3)
- Saving Files in Different Formats (1.2.8)
- Managing Your Files
- Summary
- Review Questions
- Practice Elements

Manipulating Text

- Objectives
- Selecting Text (2.1.2)
- Using the Selection Bar
- Customizing the View (2.1.10)
- Adjusting the Zoom
- Replacing Selected Text
- Using Undo (1.3.4)
- Using Redo (1.3.4)
- Using Repeat (1.3.4)
- Using Cut, Copy and Paste (1.3.3)
- Using the Clipboard
- Summary
- Review Questions
- Practice Elements

Formatting Text

- Objectives
- Formatting Characters (1.3.8)
 - Formatting with the Toolbar
 - Formatting with the Font Command
- Using the Format Painter (2.1.18)
- Aligning Text
- Adding Borders (2.1.16)
- Adding Shading (2.1.16)

- Changing the Spacing (2.1.3)
 - Setting the Line Spacing
 - Setting the Paragraph Spacing
- Summary
- Review Questions
- Practice Elements

Positioning Text with Tabs or Indents

- Objectives
- Setting Tabs (2.1.11)
 - Aligning Text with Tabs
 - Setting Tabs on the Ruler
- Indenting Paragraphs (2.1.4)
 - Using the Paragraph Command
 - Using the Formatting Toolbar
- Adding Bullets and Numbering (2.1.5)
- Using Outline Numbering (2.1.6)
- Summary
- Review Questions
- Practice Elements

Proofing Your Document

- Objectives
- Checking the Spelling and Grammar (1.3.7, 2.1.19)
- Using the Thesaurus (2.1.19)
- Finding Items (1.3.5)
- Replacing Items (1.3.5)
- Summary
- Review Questions
- Practice Elements

Printing Documents

- Objectives
- Previewing the Document (1.4.2)
- Printing a Document (1.4.3)
- Summary
- Review Questions
- Practice Elements

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Module B: Key Applications

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- Using Headers and Footers
 - Objectives
 - Automatic Page Numbering (2.1.12 - 2.1.13)
 - Inserting Page Breaks
 - Using Section Breaks
 - Creating Headers and Footers (2.1.14)
 - Summary
 - Review Questions
 - Practice Elements
- Looking at More Formatting Tools
 - Objectives
 - Changing the Paper Size (1.4.1)
 - Changing Margins (1.4.1)
 - Inserting the Date and Time (2.1.8)
 - Using AutoText
 - Adding Special Characters (2.1.7)
 - Working with Styles (2.1.17)
 - Using AutoFormat
 - Using Themes
 - Using Footnotes or Endnotes (2.1.15)
 - Summary
 - Review Questions
 - Practice Elements
- Inserting Pictures (1.3.9 - 1.3.10)
 - Objectives
 - Inserting Pictures from a Disk
 - Manipulating Pictures
 - Changing the Properties for a Picture
 - Moving a Picture
 - Summary
 - Review Questions
 - Practice Elements
- Working with Objects (1.3.11)
 - Objectives
 - Drawing Lines or Rectangles
 - Adding Arrows
 - Adding AutoShapes
 - Inserting Text Boxes
 - Editing Objects
 - Arranging Objects
 - Summary
 - Review Questions
 - Practice Elements
- Working with Tables
 - Objectives
 - Drawing a Table (2.2.1)
 - Inserting a Table (2.2.1)
 - Working with Text (2.2.2)
 - Selecting Items in the Table (2.2.3)
 - Formatting the Table (2.2.4)
 - Using AutoFormat (2.2.4)
 - Modifying the Borders and Shading (2.2.4)
 - Adjusting the Width or Height (2.2.3)
 - Inserting & Deleting Rows/Columns (2.2.3)
 - Merging and Splitting Cells (2.2.3)
 - Splitting a Table (2.2.3)
 - Converting Text
 - From text to table
 - From table to text
 - Sorting Data (2.2.5)
 - Summary
 - Review Questions
 - Practice Elements
- Working with Others
 - Objectives
 - Using Comments (2.1.9)
 - Inserting comments
 - Viewing comments
 - Printing comments
 - Tracking Changes (2.1.20)
 - Tracking your edits
 - Show/Hide changes
 - Accept/reject changes
 - Summary
 - Review Questions
 - Practice Elements
- Using Microsoft Excel**
 - Getting Started
 - Objectives
 - Understanding General Terminology (3.1.1)
 - Mouse Symbols
 - Working with the Task Pane
 - Summary
 - Review Questions
 - Practice Elements
 - Handling Files
 - Objectives
 - Creating a New Blank Workbook (1.2.6)
 - Creating a New Workbook from a Template
 - Opening Workbooks (1.2.7)
 - Closing a Workbook (1.2.9)
 - Saving Workbooks (1.2.8)
 - Summary
 - Review Questions
 - Practice Elements
- Entering Data in the Worksheet (1.3.2)
 - Objectives
 - Types of Information
 - Entering Text or Labels
 - Entering Numbers
 - Moving Around the Worksheet
 - Summary
 - Review Questions
 - Practice Elements
- Manipulating Data
 - Objectives
 - Making Changes to the Contents (3.1.3)
 - Selecting Cells (3.1.2)
 - Using Undo/Redo (1.3.4)
 - Copying and Moving Data (1.3.3)
 - Using AutoFill
 - Adjusting the Columns or Rows (3.1.4)
 - Changing the Column Widths
 - Using AutoFit
 - Adjusting the Row Height
 - Manipulating Rows and Columns (3.1.4)
 - Inserting Rows, Columns, and Cells
 - Deleting Rows, Columns, and Cells
 - Hiding/Unhiding Rows & Columns
 - Summary
 - Review Questions
 - Practice Elements
- Managing Worksheets
 - Objectives
 - Naming Worksheets
 - Inserting or Deleting Worksheets
 - Summary
 - Review Questions
 - Practice Elements
- Creating Simple Formulas
 - Objectives
 - Using Common Built-In Functions (3.2.3 - 3.2.5, 3.2.7)
 - Using Absolute & Relative Addresses (3.2.2)
 - Being Careful with Formulas (3.2.6)

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Module B: Key Applications

Courseware 1112

- Identifying Errors (3.2.8)
 - Interpreting the Data (3.2.9)
- Formatting a Worksheet (3.1.5)
 - Formatting Numbers and Decimal Digits (1.3.8)
 - Changing Cell Alignment (3.1.7)
 - Fonts and Sizes
 - Cell Borders (3.1.6)
 - Colors and Patterns
 - Using AutoFormat (3.1.8)
 - Using the Format Painter
 - Using Styles
- Getting Ready to Print
 - Objectives
 - Using the Spell Checker (1.3.7)
 - Using Find and Replace (1.3.5)
 - Previewing the Worksheet (1.4.3)
 - Adding Page Breaks
 - Customizing the Printout (1.4.1)
 - Page Settings
 - Margins Tab
 - Header/Footer Tab
 - Sheet Tab
 - Printing the Worksheet (1.4.4)
 - Working with Windows
 - Creating New Windows
 - Getting Panes
- Drawing Objects (1.3.11)
 - Objectives
 - Drawing Shapes and AutoShapes
 - Moving and Resizing Shapes
 - Using Pictures (1.3.9 - 1.3.10)
 - Summary
 - Review Questions
 - Practice Elements
- Understanding Charts (3.2.10)
 - Objectives
 - Selecting Chart Types (3.2.12)
 - Interpreting Chart Information (3.2.11)
 - Making Changes to the Chart
 - Summary
 - Review Questions
 - Practice Elements
- Sorting Data (3.2.1)
 - Objectives
 - Sorting with Single Criteria
- Sorting with Multiple Criteria
 - Summary
 - Review Questions
 - Practice Elements
- Using Microsoft PowerPoint (4.1.1 - 4.1.11)**
- Overview
 - Objectives
 - What is a Presentation Manager?
 - What is PowerPoint 2002?
 - Some Considerations
 - Looking at the PowerPoint Screen
 - Using the Toolbars
 - Summary
 - Review Questions
 - Practice Elements
- Working with Presentations
 - Objectives
 - Creating a Presentation (1.2.6)
 - Managing Your Files (1.2.7 - 1.2.9)
 - Making Changes to the Presentation (1.3.4)
 - Moving Around in the Presentation (1.3.1)
 - Summary
 - Review Questions
 - Practice Elements
- Using the Master Slide
 - Objectives
 - What is a Master Slide
 - Using Different Slide Masters
 - Inserting Headers and Footers
 - Summary
 - Review Questions
 - Practice Elements
- Working with Slides
 - Objectives
 - Inserting Slides
 - Deleting Slides
 - Duplicating Slides
 - Changing the Slide Design and Layout
 - Applying a Template from Another Presentation
 - Changing the Slide Order
 - Summary
 - Review Questions
 - Practice Elements
- Manipulating Text Objects
 - Identifying Placeholders
 - Using Select vs Edit Mode
 - Editing Text
 - Formatting Text (1.3.8)
 - Changing the Text Alignment
 - Entering Bulleted Information
 - Setting Tabs & Indents
 - Setting and Adjusting Indenting
 - Using Outlines from Microsoft Word
 - Summary
 - Review Questions
 - Practice Elements
- Proofing the Slides
 - Objectives
 - Checking the Spelling (1.3.7)
 - Using AutoCorrect
 - Using Find and Replace (1.3.5 - 1.3.6)
 - Finding Text
 - Replacing Text
 - Summary
 - Review Questions
 - Practice Elements
- Working with Pictures (1.3.9 - 1.3.10)
 - Objectives
 - Inserting Pictures
 - Manipulating the Pictures
 - Inserting Graphics from Other Sources
 - Summary
 - Review Questions
 - Practice Elements
- Creating and Using Tables
 - Objectives
 - Inserting a Table
 - Formatting the Table
 - Summary
 - Review Questions
 - Practice Elements
- Using Drawing Objects (1.3.11)
 - Objectives
 - Inserting Objects
 - Editing and Sizing Objects
 - Arranging Objects
 - Summary
 - Review Questions
 - Practice Elements
- Customizing Your Slides
 - Objectives

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Module B: Key Applications

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- Customizing the Slide Background
- Changing the Color Scheme
- Summary
- Review Questions
- Practice Elements

Animating Objects

- Objectives
- Customizing the Animation
- Applying Slide Transitions
- Summary
- Review Questions
- Practice Elements

Delivering the Presentation

- Looking at Different Delivery Medias
- Printing the Presentation
 - Special Printing Options
 - Choosing the Print Color
- Creating Additional Presentation Output
 - Creating Notes
 - Printing Notes
 - Creating Handouts
- Summary
- Review Questions
- Practice Elements

Running the Slide Show

- Objectives
- Setting Up the Slide Show
- Viewing the Slide Show
- Rehearsing the Presentation
- Navigating Around in the Slide Show
- Hiding Slides
- Summary
- Review Questions
- Practice Elements

Case Studies

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Module C: Living Online

Courseware 1113

Course Description

This module includes the knowledge and skills required to identify common terminology associated with computer networks and the Internet, components and benefits of networked computers, the difference between different types of networks (LAN and WAN), and how computer networks fit into other communications networks (like the telephone network).

Courseware Outline

Getting Connected

Networking Fundamentals

- Objectives
- Where the Personal Computer Fits
- Networking Standards
- Network Categories
 - Peer-to-Peer
 - Client-Server
 - LANs and WANs
 - Wireless
- Network Cabling and Devices
 - Ethernet
 - Wireless
 - Fibre Optics
 - Broadband
 - The Network Interface Card
 - The Hub
 - Network Segments
 - The Bridge
 - The Router
 - The Switch
 - The Firewall
- Benefits of Networking
 - Administration (1.1.6)
 - Communication
 - Sharing Devices
 - Sharing Information
 - Servers
 - Expense (1.1.6)
- Disadvantages of Networking
 - Administration (1.1.6)
 - Dependency
 - Expensive
 - Security Risk
 - Loss of Autonomy
 - Privacy
 - Viruses
- Summary
- Review Questions
- Practice Elements

Introducing the Internet

- Objectives
- The Telephone Network
- The Computer Network
 - Looking at Modems (1.2.2, 1.2.3)
 - Choosing a Connection Device (1.2.5)
- Becoming Multifunctional

- Connecting to the Internet
 - Using an Internet Service Provider (1.2.7)
 - Choosing a Connection Type (1.2.6)
- Recognizing Intranets and Extranets
- Summary
- Review Questions
- Practice Elements

Electronic Mail Fundamentals

- Objectives
- Internal Mail
- Internet E-mail
- E-mail Message Components
 - Addressing
 - The Subject Line
 - The Message Body
 - Attachments
- E-mail Address Features
 - Identifying the Domain Name Format
 - Recognizing the E-mail Address
- Choosing an E-mail Program (2.1.5)
- Did You E-mail or Text Message Me? (2.1.6)
- Summary
- Review Questions
- Practice Elements

Using E-mail Appropriately

- Benefits of Using E-mail (2.3.1)
- Writing the E-mail (2.3.3 - 2.3.8)
 - Looking at the Writing Style
 - Checking the spelling and grammar
 - Appropriateness of message
 - Using Emoticons
 - Using Abbreviations (Acronyms)
 - When and what to include with the message
- Preventing Viruses (2.3.8)
- Protecting the Message (2.3.8)
- Backing Up Messages (2.3.8)

- Summary
- Review Questions
- Practice Elements

Understanding Bad Netiquette

- Rambling
- Harsh Language
- Flaming
- Shouting
- Spamming
- Filtering Mail (2.3.7)
- Summary
- Review Questions
- Practice Elements

Understanding E-mail Options

- Objectives
- Creating New Mail
- Replying to Mail
- Forwarding Mail
- Copying to Others (2.1.4)
- Viewing and Managing E-mail
- Attaching Files
 - Virus Hazard
 - Precautions
 - Hoaxes
- Summary
- Review Questions
- Practice Elements

Sending Messages

- Creating a New Message
 - Addressing a New Message
 - Creating and Formatting Message Text
 - Including URL's or links (2.2.2)
 - Inserting Multimedia Files (2.2.2)
 - Assigning Priorities (2.2.4)
- Working with Attachments
 - Adding Attachments
 - Saving Attachments
 - Opening Attachments
 - Removing Attachments
- Summary
- Review Questions
- Practice Elements

Receiving Messages

- Objectives

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Module C: Living Online

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- Opening Messages
- Changing the View Options
- Previewing Messages
- Replying to Messages
- Forwarding Messages
- Sorting Messages
- Finding Messages
- Flagging Messages
- Marking Messages
- Printing a Message
- Summary
- Review Questions
- Practice Elements

Managing Messages

- Objectives
- Using the Inbox and Outbox (2.2.4)
- Viewing the Folder List
 - Creating Folders
 - Deleting Folders
 - Navigating Through the Folder List
- Filing Messages in Folders
- Deleting Messages
- Saving Messages
- Archiving Messages (2.2.4)
- Summary
- Review Questions
- Practice Elements

Using an Address Book

- Objectives
- Entering Data to the Address Book
- Using the Address Book
- Distribution Lists
- The Global Address Book
- Summary
- Review Questions
- Practice Elements

Configuring Mail Options

- Objectives
- Using Signatures
- Blocking Messages
- Automatic Responses (2.2.6)
- Setting Up the Mail Format (2.2.6)
- Summary
- Review Questions
- Practice Elements

Identifying E-mail Problems

- Objectives
- Failure to Send or Receive (2.3.2)
- Can't Access Attachments (2.3.2)

- Delivery Failure (2.3.2)
- Unreadable Messages (2.3.2)
- Inbox Overflow
- Hasty Replies
- Informality
- Viruses and Hoaxes
- Summary
- Review Questions
- Practice Elements

Using the Internet

Looking at the Internet

- Objectives
- General Terminology (3.1.1, 3.1.2)
- Using Web Browser
 - What is a web browser?
 - Which one to use?
 - Web Page Elements
 - Understanding On-line Databases
- Understanding Uniform Resource Locators
- Identifying Web Site Types
- Understanding Web Sites
 - How secure is this site?
- Communicating with Others (3.1.6)
 - Mailing Lists
 - Bulletin Boards
 - Chatrooms
 - Online conferencing
 - Moderated Lists
 - Mailing List Databases
 - Newsgroups (Usenet)
- Summary
- Review Questions
- Practice Elements

Using Browsers

- Objectives
- Working with a Web Browser
- Identifying Common Elements (3.2.2)
- Entering a Web Site Address (3.2.2)
- Refreshing the Screen (3.2.3)
- Using Hyperlinks
- Checking the History (3.2.4)
- Using Bookmarks (3.2.6)
- Saving Content (3.2.7)
- Copying Information (3.2.8)
- Printing the Page (3.2.9)
- Downloading Information (3.2.10)
- Setting Options (3.2.11)
- Basic Troubleshooting Options (3.2.12)

- Summary
- Review Questions
- Practice Elements

Searching for Information

- Objectives
- General Methodology
- Using Indexes or Links (3.3.2)
- Using Portal Sites
- Using Search Engine Technology
 - Search Engine Watchdog
- Narrowing the Search
 - Using Punctuation
 - Quotation Marks
 - Plus and Minus Signs
 - Casing
 - Using Wildcard Characters
 - Using Boolean Terms
- Using Other Search Tools
 - HTML Objects
 - Using Metacrawlers
 - Specific Search Engine Features
- Summary
- Review Questions
- Practice Elements

Qualifying the Information (3.3.5, 3.3.6)

- Objectives
- How Accurate and Reliable is the Information?
- How Authentic or Valid is the Information?
- How Objective or Biased is the Information?
- How Relevant or Current is the Information?
- Evaluating the Information (3.3.6)
- Assessing the Site Design
- Summary
- Review Questions
- Practice Elements

Benefits and Risks of Going Online

- Objectives
- Collecting and Evaluating Information (4.1.1)
 - What are you using the Internet for?
 - What tasks do you plan to do on the computer?
 - Getting the most up-to-date information
- Recognizing How Computers Are Currently Used (4.1.2)
 - Looking at Education

ABC's of IC³ Certification

Module C: Living Online

Courseware 1113

- Using Computers At Home
- Purchasing Online (4.1.3)
- Assisting the Disabled or Disadvantaged (4.1.4)
- Preventing Theft or Damage (4.2.3)
- Identifying Power Problems (4.2.1)
- Establishing a Safe Working Environment (4.2.1)
- Using Ergonomics (4.2.2)
- Understanding Viruses (4.2.4)
- Understanding Data Security (4.3.1)
- Performing a Data Backup
- Summary
- Review Questions
- Practice Elements

Staying Legal and Safe Manner

- Objectives
- Restricting Access (4.3.1)
- Recognizing Copyright Issues (4.3.2)
- Protecting Personal Information (4.3.3 - 4.3.5)
- Acknowledging and Abiding Rules and Regulations (4.3.6)
- Staying Current with Technology (4.3.7)
- Helping the Environmental (4.3.8)
- Summary
- Review Questions
- Practice Elements

Case Studies