





PC Passport with Microsoft

Level	Examples	Required Certifications					
Advanced	<p>Advanced is recommended for power users of Word or Excel who require complete knowledge of either or both for their studies or employment. It is relevant to students or members of the community who wish to demonstrate that they have the highest level of skills. Internet and presentation skills are included for those who have not gained this knowledge previously. Access is included to provide a demonstration of a complete and rounded ability.</p>	<p>IC³ Living Online</p>	<p>Word Expert</p>	<p>Excel Expert</p>	<p>PowerPoint Core</p>	<p>Access Core</p>	 
Intermediate	<p>Intermediate is recommended for regular users of Word, Excel or PowerPoint requiring detailed knowledge. It is relevant to students or members of the community who wish to be able to use specific Office applications proficiently. Internet skills are included for those who have not gained this knowledge previously.</p>	<p>IC³ Living Online</p>	<p>Word Core</p>	<p>Excel Core</p>	<p>PowerPoint Core</p>		 
Beginner	<p>Beginner is recommended for anyone wishing to gain computing and internet literacy, and to take the first step towards Intermediate and Advanced levels. It is relevant to students or members of the community who wish to be able to use the basics of the Internet and Microsoft Office applications with confidence.</p>	<p>IC³ Living Online</p>	<p>IC³ Key Applications</p>				