



Internet and Computing Core Certification Guide

Using Windows 7 & Microsoft® Office 2010

Courseware 1151



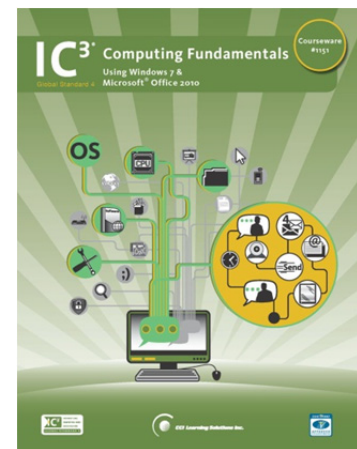
CCI Learning Solutions Inc.



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 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, database or email program previously, or have minimal experience. Some familiarity with using a mouse and keyboard can be helpful.

Course Objectives

Computing Fundamentals

The Computing Fundamentals exam covers subjects needed for a foundational understanding of computing, including knowledge and use of computer hardware, software, and operating systems. In this module you will:

- learn how to start a computer and access the operating system.
- look at the different ways files or folders display and explore how to manipulate them.
- look at the different types of computers available, and learn basic hardware terminology.
- learn how to customize your computer using the Control Panel in Windows.
- be introduced to software, and how it is created, and look at different application programs and explore the typical ways software can be used.
- look at what troubleshooting means and what steps you can take to ensure the maximum performance of the hardware and software set up on the computer.

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Computing Fundamentals**Lesson 1: Operating Systems**

Lesson Objectives
What is an Operating System?
Common Operating System
Features
Looking at the Windows Desktop
The Software/Hardware
Relationship
Understanding Updates
Lesson Summary
Review Questions

Lesson 2: Files and Folders

Lesson Objectives
Looking at a Typical Window
Understanding Files and Folders
Lesson Summary
Review Questions

Lesson 3: Hardware

Lesson Objectives
Identifying Computers
Looking Inside a Computer
Recognizing Input/Output Devices
Understanding How It Works
Together
Lesson Summary
Review Questions

Lesson 4: Control Panel

Lesson Objectives
Using the Control Panel
Understanding Power Options
Understanding User Accounts and
Rights
Lesson Summary
Review Questions

Lesson 5: Software

Lesson Objectives
What is a Software Program?
Obtaining Software
Choosing an Application Program
Disk Management Programs
Managing Software
Lesson Summary
Review Questions

Lesson 6: Troubleshooting

Lesson Objectives
What is Troubleshooting?
Getting Windows Help and Support
Using Task Manager
Lesson Summary
Review Questions

Appendices

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