



# Internet and Computing Core Certification Guide

## Using Windows 7 & Microsoft® Office 2010

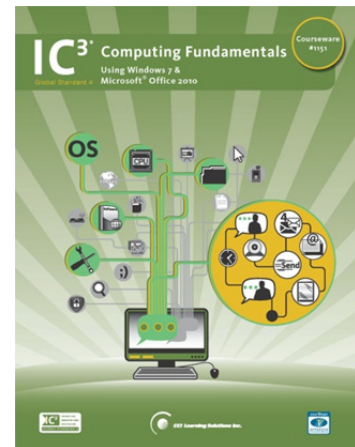
Courseware 1151



### 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