IC3 Spark

Using Windows 7 &
Microsoft® Office 2013

Courseware 7328

Course Description

This courseware is designed to introduce the concept of digital literacy and what can be accomplished using a computer. The participant will then be introduced to the Internet, learn how to find information and stay safe while online. Participants are then introduced to basic skills using the most popular types of application programs.

This courseware is targeted towards elementary and middle school students who need to use computers or computing devices to perform basic tasks for school and personal life.

Course Length: 30-40 hours

Course Prerequisites

This courseware presents essential skills and topics. It is intended for those who have not used a computer previously, or who have minimal experience. Some familiarity with using a mouse and keyboard can be helpful.
Course Objectives

The IC3 Spark exam covers subjects needed to complete basic computer tasks, understand what the Internet is and how to use it safely, and build basic skills to create reports using common application programs. Objectives include learning how to:

- Start a computer and access the operating system.
- Identify different ways files or folders display and explore how to manipulate them.
- Recognize different types of computers available, and learn basic hardware terminology.
- Customize your computer using the Control Panel in Windows.
- Identify software and how most common application programs are used.
- Browse the Internet and perform basic online tasks.
- Understand how web sites are organized and identify common web page elements.
- Recognize different communication methods and means of sharing information.
- Practice good digital citizenship and online safety.
- Recognize common features shared among the applications in Microsoft Office 2013 and explore basic techniques for working in an office application.
- Use the basic skills required to create simple documents with a word processing program, including letters and reports.
- Use the basic skills required to work in a spreadsheet application, including how to enter and format text, navigate and manage worksheets, create charts and set printing options.
- Use the basic skills required for working with an application designed to create and edit slides that include text, images, charts, tables, or multimedia.
About This Courseware
Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Operating Systems Basics
Lesson Objectives
What is an Operating System?
Common Operating System Features
Looking at the Windows Desktop
Using the Control Panel
Customizing the Desktop Display
Lesson Summary
Review Questions

Lesson 2: Managing Files and Folders
Lesson Objectives
Looking at a Typical Window
Understanding Files and Folders
Working with Files and Folders
Selecting Files or Folders
Looking at the Recycle Bin
Lesson Summary
Review Questions

Lesson 3: Computer Hardware and Concepts
Lesson Objectives
Identifying Computers
Looking Inside a Computer
Recognizing Input / Output Devices
Proper Hardware Care
Lesson Summary
Review Questions

Lesson 4: Computer Software and Concepts
Lesson Objectives
What is Software?
What is an Application Program?
Entertainment Programs
Lesson Summary
Review Questions

Lesson 5: Surfing the World Wide Web
Lesson Objectives
What Is the Internet?
Finding Computers on the Internet
The World Wide Web
Meet the Browser!
Browser Navigation Tools
Standard Web Page Features
Site Home Page
Navigation Bar
Lesson Summary
Review Questions

Lesson 6: Digital Communication
Lesson Objectives
How Can I Communicate with Others?
Real-Time Communications
Instant Messages (IM)
Other Real-Time Technologies
Delayed Communication
Using an Email Program
Working with Attachments
Lesson Summary
Review Questions

Lesson 7: Online Research and Citizenship
Lesson Objectives
Finding Information
Other Places to Find Online Information
Evaluating the Information
Practicing Good Online Citizenship
Lesson Summary
Review Questions

Lesson 8: Common Features
Lesson Objectives
Getting Started
Common Features
Managing Files
Working with Document Text
Using Proofing Tools
Inserting Multimedia
Print Options
Lesson Summary
Review Questions

Lesson 9: Word Processing Activities
Lesson Objectives
Entering and Editing Text
Managing Files
Quick Review – Basic Editing Techniques
Formatting Text
Quick Review – Proofing Tools
Changing the Page Setup
Previewing and Printing the Document
Using Tables
Lesson Summary
Review Questions

Lesson 10: Spreadsheet Activities
Lesson Objectives
Understanding Basic Terminology
Managing Workbooks
Working with Worksheet Data
Working with the Layout
Working with Charts
Printing the Worksheet
Lesson Summary
Review Questions

Lesson 11: Presentation Activities
Lesson Objectives
What Does a Presentation Include?
Managing Presentations
Views and Navigation
Managing Slides
Working with Slide Objects
Animating Objects
Viewing a Slide Show
Viewing Print Options
Lesson Summary
Review Questions

Appendices
Appendix A: Courseware Mapping
Appendix B: Glossary of Terms
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