



Global Standard 5

Internet and Computing Core Certification Guide

Using Windows 10 & Office 2016

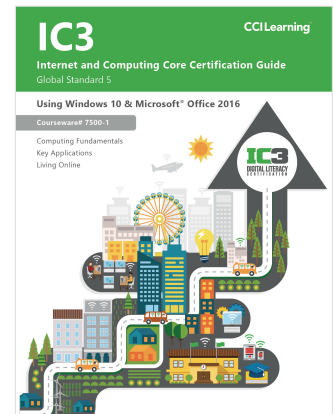
Courseware 7500

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 Length: 70-125 hours



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

Course Outline

COMPUTING FUNDAMENTALS

The Computing Fundamentals exam covers a foundational understanding of computer hardware, software, operating systems, peripherals, troubleshooting and mobile device and cloud computing concepts.

Lesson 1: Operating Systems

Lesson Objectives

What is an Operating System?

Desktop Operating Systems

Common Operating System Features

Understanding Windows Power Options

Looking at the Windows 10 Desktop

Global and Profile-Specific Settings

Changing Global Settings

Customizing Profile-Specific Settings

Mobile Operating Systems

Operating System Updates

Lesson Summary

Review Questions

Lesson 2: Hardware

Lesson Objectives

What Makes Hardware Tick?

About the Numbers

The Basics – What's Inside?

Memory and Storage

Identifying Types of Computers

Keyboards, Mice, and Touch Screens

Typical Smart Phone Hardware

Power Plans

Connecting Peripherals

Wireless Connection Technologies

Lesson Summary

Review Questions

Lesson 3: Networks and Mobile Devices

Lesson Objectives

What Is a Network?

Why Network?

Basic Network Technology

Obtaining Internet Service

Connecting the Internet to Your LAN

Wired Connections – Ethernet

Wireless Connections – Wi-Fi

Cellular Networks

Obtaining Cell Service

Cellular Service Plans

Cellular Devices

Hard-Wired Phones

Voice Mail

Lesson Summary

Review Questions

Lesson 4: File Management

Lesson Objectives

Understanding Folders and Directory Structure

Using File Explorer

Working with Files and Folders

Understanding Default Locations

Managing Electronic Media

Sharing Files

Lesson Summary

Review Questions

Lesson 5: Software

Lesson Objectives

Why Use Software?

Obtaining Software

Managing Software

Configuring Software

Working with Windows Apps

Messaging Applications

Lesson Summary

Review Questions

Lesson 6: Cloud Computing

Lesson Objectives

Cloud Computing Concepts

Cloud Accounts

Microsoft OneDrive

iCloud

Dropbox

Other Types of Cloud-Based Applications

Mobile Notifications

Lesson Summary

Review Questions

Lesson 7: Security and Maintenance

Lesson Objectives

The Need for Security

User Names and Passwords

Identifying Risks

Protecting Yourself

Backup and Restore

Troubleshooting

Lesson Summary

Review Questions

KEY APPLICATIONS

The Key Applications exam covers popular word processing, spreadsheet and presentation applications and the common features of all applications to help you learn faster, work smarter, and present yourself better.

Lesson 8: Apps and Applications

Lesson Objectives
Understanding Apps and Applications
Application Programs
Web Apps
Local Apps
Limitations
Lesson Summary
Review Questions

Lesson 9: Using Microsoft Word

Lesson Objectives
Identifying Common Features
Looking at the Edit Screen
Entering and Editing Text
Managing Files
Manipulating Text
Applying Formatting
Formatting the Document
Preparing the Document for Printing
Working with Pictures
Using Tables
Tracking Changes
Lesson Summary
Review Questions

Lesson 10: Using Microsoft Excel

Lesson Objectives
Looking at the Excel Screen
Managing Workbooks
Manipulating the Contents
Creating Simple Formulas
What Does Formatting Mean?
Working with Charts
Working with Lists and Databases
Working with Tables
Finalizing the Print Output
Lesson Summary
Review Questions

Lesson 11: Database Concepts

Lesson Objectives
What Is Data?
What is a Database?
Database Tables
Database Queries
Database Forms
Where Are Databases Used?
Lesson Summary
Review Questions

Lesson 12: Using Microsoft PowerPoint

Lesson Objectives
What is PowerPoint?
Working with Presentations
Managing the Slides
Managing Slide Objects
Animating Objects
Setting Up Slide Shows
Sharing the Presentation
Lesson Summary
Review Questions

LIVING ONLINE

The Living Online examination covers skills for working on the Internet or in a networked environment and maximizing your communication, education, collaboration, and social interaction in a safe and ethical way.

Lesson 13: Looking at the Internet

Lesson Objectives
A Connected Community
Introducing the Internet
Finding Computers on the Internet
Understanding Domain Names
Understanding URLs
What is the World Wide Web?
What Exactly is a Web Page?
Meet the Browser!
Browser Navigation Tools
Browser Functions and Features
Browser Preferences and Settings
Extending Browser Functionality
Web Standards
Lesson Summary
Review Questions

Lesson 14: Managing Media Literacy

Lesson Objectives
Searching for Information
Using Search Engine Technology

Researching Information
Understanding Copyrights Issues
Lesson Summary
Review Questions

Lesson 15: Digital Communication

Lesson Objectives
Digital Communication Technologies
Asynchronous Communications Tools
Real-Time Communication Technologies
Skype – More than Just IM
Checking Out Google Hangouts
Online Conferencing
Collaboration Tools
Distance Learning Technologies
Streaming
Lesson Summary
Review Questions

Lesson 16: Understanding Email, Contacts, and Calendaring

Lesson Objectives
Working with Email
Using an Email Program

Using the Gmail Calendar
Lesson Summary
Review Questions

Lesson 17: Your Life Online

Lesson Objectives
We Are Social Beings
Social Media Networks
Open vs Closed Social Media Networks
Taking a Look at LinkedIn
Managing Your Digital Identity
Online Behavior
Computers and Your Health
Lesson Summary
Review Questions