



Internet and Computing Core Certification Guide

Using Windows 7 & Microsoft® Office 2010

Courseware 7314



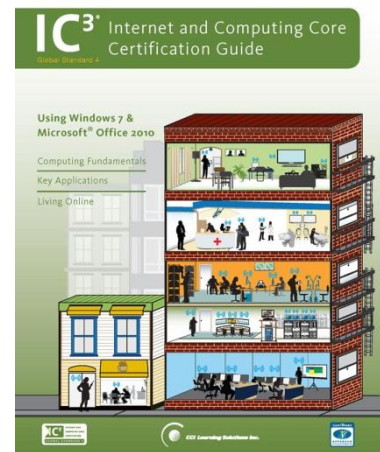
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Course Description

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, 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.

Key Applications

The Key Applications exam includes questions covering four applications (word processing, spreadsheet, presentation, and database software) and includes questions on common features of all applications. In this module you will:

- examine the common features shared between the applications in Microsoft Office 2010 and explore basic techniques for working in an Office application.
- learn some of the basic skills required to create simple documents using Word, including letters, reports, and a brochure.
- be introduced to the basic skills for working with a spreadsheet application, including how to enter and format text and formulas, navigate and manage worksheets, filter and sort data, create and modify charts and set printing options.
- learn basic skills for working with an application designed to manage presentations, set up presentations, and create and edit slides that include text, images, charts, tables, or multimedia.
- be introduced to a relational database management tool you can use to organize and retrieve large amounts of information.

Living Online

The Living Online exam covers aspects of working in an Internet or networked environment, including basic knowledge of networks and the Internet, skills in specific applications such as electronic mail software and Web browsers, skills required to find and evaluate information, and an understanding of issues related to computing and the Internet being used at work, home and school. In the module you will:

- prepare to browse the Internet by reviewing how web sites are organized, and identify common web page elements, and then learn how to perform basic tasks using a web browser.
- examine the hardware, media and configuration settings that are required to connect to an organization's network or to the Internet.
- be introduced to different communication methods and means of sharing information, with an emphasis on using electronic mail.
- examine the practices of good digital citizenship and online safety.
- conduct research and evaluate the information you find on the Internet.

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

Key Applications**Lesson 7: Common Features**

Lesson Objectives
 Getting Started
 Looking at the Screen
 Getting Help
 Manipulating Files
 Lesson Summary
 Review Questions

Lesson 8: Microsoft Word

Lesson Objectives
 Entering and Editing Text
 Customizing the View
 Editing Text
 Formatting Text Characters
 Understanding Tab Settings
 Working with Indents
 Working with Paragraphs
 Proofing the Document
 Changing the Page Setup
 Previewing and Printing the
 Document
 Using Multimedia Files
 Using Tables
 Working with Comments
 Lesson Summary
 Review Questions

Lesson 9: Microsoft Excel

Lesson Objectives
 Understanding Basic Terminology
 Managing Workbooks
 Manipulating the Contents
 Creating Simple Formulas
 What Does Formatting Mean?
 Using the Spell Checker
 Sorting or Filtering Data
 Working with Charts
 Getting Ready to Print
 Lesson Summary
 Review Questions

Lesson 10: Microsoft PowerPoint

Lesson Objectives
 What is PowerPoint?
 Working with Presentations
 Managing the Slides
 Managing Slide Objects
 Creating a Master Slide
 Animating Objects
 Running the Slide Show
 Previewing or Printing the
 Presentation
 Lesson Summary
 Review Questions

Lesson 11: Microsoft Access

Lesson Objectives
 What is Access?
 Database Objects
 Interface Components
 Managing Database Files
 Table Basics
 Adjusting the View
 Finding the Data You Want

Working with Data in Form View
 What is a Report?
 Designing Reports
 Lesson Summary
 Review Questions

Living Online**Lesson 12: World Wide Web**

Lesson Objectives
 The Internet, Browsers and the
 World Wide Web
 Understanding Web Site Addresses
 Common Web Site/Page Elements
 Browser Features and Functions
 Lesson Summary
 Review Questions

Lesson 13: Getting Connected

Lesson Objectives
 Defining a Network
 Networking Models
 TCP/IP and Networking
 Local Area Networks (LANs)
 Wide Area Networks (WANs)
 Public Switched Networks
 Connecting to the Internet
 Addressing on the Internet
 The Need for Security
 Network Troubleshooting
 Lesson Summary
 Review Questions

Lesson 14: Digital Communication

Lesson Objectives
 How Can I Communicate with
 Others?
 Working with Email
 Using Microsoft Outlook
 Lesson Summary
 Review Questions

Lesson 15: Digital Citizenship

Lesson Objectives
 Identifying Ethical Issues
 Practicing Good Online Citizenship
 Protecting Your Data or Computer
 Preventing Personal Injuries
 Protecting Yourself While Online
 Lesson Summary
 Review Questions

Lesson 16: Finding Information

Lesson Objectives
 Searching for Information
 Lesson Summary
 Review Questions

Appendices

Appendix A: Courseware Mapping
 Appendix B: Glossary of Terms
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