

Course Name	Internet Computing Fundamentals
Course Duration	5 Days
Course Structure	Instructor-Led with Hands-on Labs
Course Overview	Learners will identify various types of electronic communication and collaboration, how they work, and how to use them effectively. They will also learn how to evaluate the quality of information found on the Web, and identify responsible and ethical behaviors when creating or using online content.
Course Outcome	<p>The following courses make up the IC3 Certification:</p> <ol style="list-style-type: none"> <li>1. IC3 Computing Fundamentals</li> <li>2. IC3 Key Applications</li> <li>3. IC3 Living Online</li> </ol> <p>The general objectives of each course is as follows:</p> <ol style="list-style-type: none"> <li>1. Computing Fundamentals This course covers a foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting to help you get the most value and impact from computer technology. Learners will understand how to maintain computer equipment, protect hardware from theft or damage, and solve common hardware problems. They will identify different types of software and explore the fundamental concepts Relating to popular applications, such as word processing, spreadsheets, presentation software, databases, graphic and multimedia programs, and many others. Also covered is a discussion of the most popular operating systems (e.g., Windows, Macintosh OS, Linux, etc.) and their capabilities.</li> <li>2. Key Applications This course 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. Learners will learn how to perform common functions for file-- - management, editing and formatting, and printing and outputting. They will understand how to format text and documents, and to use word-- - processing tools to automate processes such as document review, security and collaboration. Learners will also understand how to learn how to sort and manipulate data using formulas and functions, create simple but effective charts, and draw conclusions based on tabular data and charts.</li> <li>3. Living Online This course allows learners to acquire skills for working in an Internet or networked environment and maximizing your communication, education, collaboration and social interaction in a safe and ethical way. This includes understanding that different networks b transmit different types of data, the roles of clients and</li> </ol>

<p>Course Details</p>	<p>servers in a network, and the fundamental principles of security.</p> <p><b>Unit 1- Recognizing Computers</b>          The following lessons and learning objectives will be covered in this unit.          Lesson 1: <b>Computers All Around: Us Identifying Computers</b>          Lesson 2: <b>Elements of a Personal Computer</b>          Looking at the System Unit Looking at Memory          Lesson 3: Working with Storage Systems What Are Storage Systems?          Lesson 4: <b>Using Input/ Output Devices</b>          What are Input/output Devices? Looking at Specialized Devices Connecting Devices          Lesson 5: <b>Basic Troubleshooting Techniques</b>          Increasing the Computer's Performance Taking Care of the Computer Working with Hardware          Lesson 6: <b>Buying a Computer Deciding What To Purchase</b>          Lesson 7: <b>Looking at Software</b>          What is a Software Program? Choosing an Application Program</p> <p><b>Unit 2 – Using Microsoft Windows 7</b>          The following lessons and learning objectives will be covered in this unit.</p> <p>Lesson 8: <b>Looking at Operating Systems</b>          Looking at Operating Systems</p> <p>Lesson 9: <b>Looking at the Windows Desktop</b>          Looking at the Windows Desktop Using the Taskbar          Looking at a Typical Window</p> <p>Lesson 10: <b>Starting Windows Applications</b> Starting Application Programs Using Windows Help and Support</p> <p>Lesson 11: <b>Looking at Files and Folders</b>          Understanding Files and Folders Creating Folders          Selecting Files or Folders Copying and Moving Files or Folders Viewing File or Folder Properties Finding Files</p> <p>Lesson 12: <b>Using the Recycle Bin</b>          Looking at the Recycle Bin Identifying Common Problems with Files</p> <p>Lesson 13: <b>Customizing System Settings</b>          Using the Control Panel Lesson</p> <p>Lesson 14: <b>Installing and Uninstalling Programs</b>          Managing Application Programs</p> <p><b>Unit 3 Common Elements:</b>          The following lessons and learning objectives will be covered in this unit.          Lesson 15: <b>Getting Started with Programs Sharing Common Elements</b> Looking at the Screen</p>
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	<p>Using the Quick Access Toolbar Using the Ribbon Getting Help Changing the Program Options Working with Files</p> <p><b>Unit4: Using Microsoft Word 2010</b> The following lessons and learning objectives will be covered in this unit.</p> <p><b>Lesson 16: Creating Documents</b> Entering and Editing Text Working with Documents</p> <p><b>Lesson 17: Manipulating Text</b> Selecting Text Customizing the View Editing Text Using Cut, Copy, and Paste</p> <p><b>Lesson 18: Formatting Text</b> Formatting Text Characters</p> <p><b>Lesson 19: Setting Tabs and Indents</b> Understanding Tab Settings Working with Indents Adding Bullets and Numbering</p> <p><b>Lesson 20: Proofing Your Document</b> Checking the Spelling and Grammar Using the Thesaurus Finding Items Replacing Items Using Research Tools Using Document Statistics</p> <p><b>Lesson 21: Formatting the Document</b> Changing Line Spacing Setting Paragraph Spacing Changing the Page Setup Adding Special Characters Inserting the Date and Time</p> <p><b>Lesson 22: Printing Document</b> Previewing the Document Printing a Document</p> <p><b>Lesson 23: Working with Headers and Footers</b> Using Breaks Using Headers and Footers</p> <p><b>Lesson 24: Using Publishing Format Tools</b> What are Publishing Format Tools? Working with Styles Applying Columns Using Footnotes and Endnotes Using Hyperlinks</p> <p><b>Lesson 25: Working with Graphics</b> What are Illustrations? Manipulating Graphics Drawing Objects Editing Shapes</p> <p><b>Lesson 26: Working with Tables</b> Understanding How Tables Work Formatting the Table Converting Text or Tables Sorting Information in a Table</p> <p><b>Lesson 27: Working with Others</b> Sharing Information with Others Protecting Documents</p>
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**Unit 5: Using Microsoft Excel 2010**

The following lessons and learning objectives will be covered in this unit.

**Lesson 28: Getting Started**

Understanding Basic Terminology Working with Workbooks

Entering Data in the Worksheet

**Lesson 29: Manipulating the Information**

Selecting Cells Making Changes to the Contents Managing Worksheets

**Lesson 30: Working with Formulas**

Creating Simple Formulas Proper Use of Formulas

**Lesson 31: Formatting a Worksheet**

What Does Formatting Mean?

**Lesson 32: Using Miscellaneous Tools**

Using the Spell Checker Sorting Data Filtering Information

**Lesson 33: Working with Charts**

Understanding Charts

**Lesson 34: Getting Ready to Print**

Previewing the Worksheet Adding Page Breaks

Customizing the Printout Printing the Worksheet

**Unit 6: Using PowerPoint 2010**

The following lessons and learning objectives will be covered in this unit.

**Lesson 35: Getting Started**

What is PowerPoint? Working with Presentations

Displaying Information in the Presentation

**Lesson 36: Setting up the Presentation**

Creating a Master Slide

**Lesson 37: Working with Text**

Selecting Text Objects Manipulating Text Formatting Text

**Lesson 38: Working with Objects**

Inserting Images Creating and Using Tables Creating a Chart

Creating Drawing Objects Inserting Multimedia Objects

**Lesson 39: Enhancing the Presentation**

Animating Objects Applying Slide Transitions

**Lesson 40: Bringing It All Together**

Previewing the Presentation Running the Slide Show

**Unit 7: Getting Connected**

The following lessons and learning objectives will be covered in this unit.

**Lesson 41: Networking Fundamentals Networking**

Fundamentals Benefits of Networking Disadvantages of Networking Connecting to a Network

**Lesson 42: Understanding Electronic Communications**

What is Electronic Communication?

Using Electronic Communication Understanding an E-mail Address

Using Electronic Communications Appropriately

**Lesson 43: Using Microsoft Outlook 2010**

	<p>What is Microsoft Office Outlook?</p> <p><b>Unit 8: Using The Internet</b> The following lessons and learning objectives will be covered in this unit.</p> <p>Lesson 44: <b>Getting Started Understanding</b> the World Wide Web Looking at Web Pages</p> <p>Lesson 45: <b>Using a Web Browser</b> Using Microsoft Internet Explorer</p> <p>Lesson 46: <b>Using the Information</b> from the Web Retrieving Information from a Web Page Printing a Web Page Downloading Information Customizing the Web Browser Identifying Common Web Browser Errors</p> <p>Lesson 47: <b>Searching for Information</b> Finding Items on the Internet Using Search Engine Technology</p> <p>Lesson 48: <b>Qualifying the Information</b> Evaluating the Information Identifying Ethical Issues Impacting Society</p> <p>Lesson 49: <b>The Risks of Computing</b> Protecting Your Data or Computer Preventing Personal Injuries Identifying Software Threats</p> <p>Lesson 50: <b>Using the Internet Responsibly</b> Restricting Access Protecting Yourself Keeping Up with Technology Looking at Personal Responsibilities</p>
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