

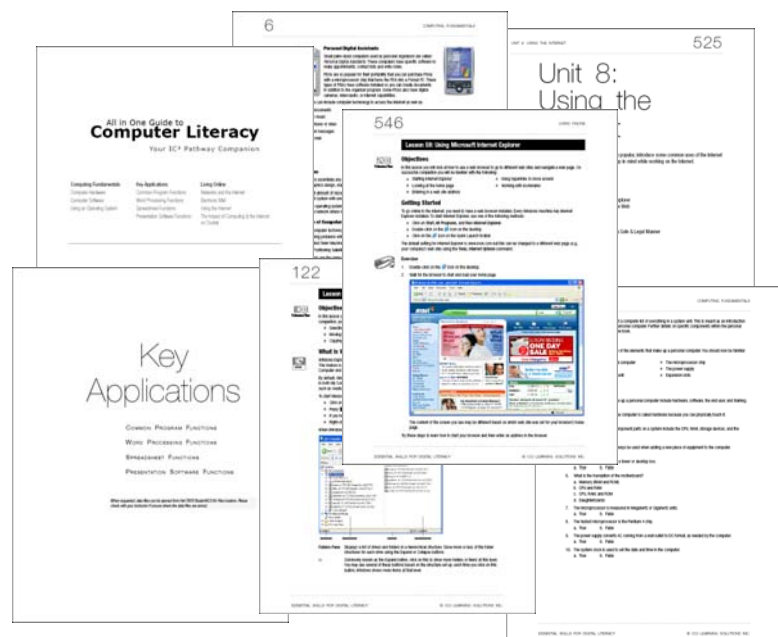
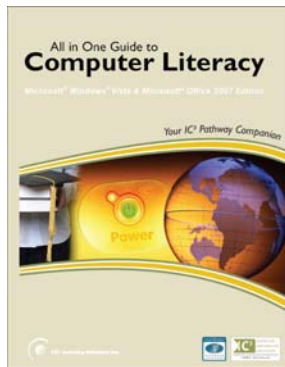
All in One Guide to Computer Literacy

IC³ Pathway Companion – Courseware 7610



Computing Fundamentals Using Vista Units 1 and 2 – Lessons 1-12	Key Applications Using Office 2007 Units 3, 4, 5 and 6 – Lessons 24-52	Living Online Using Vista Units 7 and 8 – Lessons 53-64
Computer Hardware	Common Program Functions	Networks and the Internet
Computer Software	Word Processing Functions	Electronic Mail
Using an Operating System	Spreadsheet Functions	Using the Internet
	Presentation Software Functions	The Impact of Computing & the Internet on Society

The All in One Guide to Computer Literacy consists of 64 Lessons, with lesson objectives, summary and ten review questions. IC³ objectives are easily located by using symbols throughout the courseware.



Course Description

The first module includes the knowledge and skills required to identify different types of computers, the components of a personal computer and how these components work together. The module also includes the knowledge and skills relating to computer storage as it applies to hardware components like floppy and hard disks and performance as it applies to processor speed and memory.

The second module includes the knowledge and skills required to perform functions common to all Microsoft Windows applications with an emphasis on the common functionality between the three Microsoft Office applications: Word, Excel, and PowerPoint. Elements include the ability to start and exit the Word, Excel, or PowerPoint application, modify the display of toolbars and other on-screen elements, use online help, and perform file management, editing, formatting and printing functions common to most Windows applications.

The third module includes the knowledge and skills required to identify common terminology associated with computer networks and the Internet, components and benefits of networked computers, the difference between different types of networks (LAN and WAN), and how computer networks fit into other communications networks (like the telephone network).

Approved by Certiport

We are pleased to announce that our courseware has been approved for the IC³ Certification. This book fulfills the basic requirements for the Computing Fundamentals, Key Applications and Living Online IC³ exams. What this



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IC³ Pathway Companion – Courseware 7610



means is that after completing the exercises in this book, the user could be prepared to take the IC³ exams for the IC³ Internet and Computing Core Certification Program. Please refer to the IC³ Courseware Mapping at the back of this book to see where each of the features are covered. Passing these exams demonstrates a level of proficiency to employers and customers. The exams are available through participating IQ test centers.

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IC³ Pathway Companion – Courseware 7610



Computing Fundamentals

Unit 1: Recognizing Computers

Lesson 1: Computers All Around Us

How Computers Can Be Used

Lesson 2: Looking at Networks

What is a Network?

Types of Networks

Connecting to a Network

Interacting with Networks

Lesson 3: Elements of a Personal Computer

An Overview

Looking at the System Unit

Lesson 4: Understanding Memory

Looking at Memory

Read Only Memory (ROM) BIOS

Random Access Memory (RAM)

Cache Memory

Lesson 5: Identifying Input/Output Devices

What are Input/Output Devices?

Looking at the Monitor

Using Video Cards

Using the Keyboard

Using the Mouse

Looking at Other Input/Output Devices

Recognizing Ports

Lesson 6: Working with Storage Systems

What Are Storage Systems?

Working with Disk Drive

Identifying the Floppy Disk Drive

Working with Hard Disk Drives

Working with CD Drives

Using Other Types of Storage Devices

Virtual Storage Systems

Lesson 7: Looking at Printers

Using Printers

Lesson 8: Basic Troubleshooting Techniques

Increasing the Computer's Performance

Troubleshooting the Problem

Working with Hardware

Installing New Hardware

Taking Care of the Computer

Replacing or Upgrading Equipment

Disposing of Older or Non-Working Items

Lesson 9: Buying a Computer

Building Your Checklist

How Much Will It Cost?

Lesson 10: Looking at Software Applications

What is a Software Program?

Upgrading Your Software

Looking at Operating Systems

Choosing an Application Program

Lesson 11: Using the Computer

Starting the Computer

Understanding the Boot Routine

Working with an Application Program

Resetting the Computer

Shutting Down the Computer

Unit 2: Using Windows Vista

Lesson 12: Looking at Windows

What is Windows?

Lesson 13: Looking at the Desktop

What is the Windows Desktop?

Navigating Within Windows

Using the Start Button

Selecting Items in the Start Menu

Using the Taskbar

Lesson 14: Working with Windows

Looking at a Typical Window

Moving a Window

Sizing a Window

Using Scroll Bars

Lesson 15: Exiting Windows

Exiting the Computer Properly

Exiting from a Networked Environment

Exiting from a Non-Networked Environment

Restarting the Computer

Lesson 16: Getting Help

Using Windows Help and Support

Using Online and Offline Help

Using Table of Contents

Using the Table of Contents

Getting Help in a Window or Dialog Box

Getting Additional Technical Support

Lesson 17: Running Application Programs

Starting Application Programs

Using the Run Command

Multitasking

Lesson 18: Looking at Files and Folders

Understanding Files and Folders

What's on my Desktop?

Using the My Computer Feature

Changing the View

Creating Folders

Changing the Folder

Lesson 19: Using Windows Explorer

What is Windows Explorer?

Selecting Files or Folders

Copying and Moving Files or Folders

Viewing File or Folder Properties

Finding Files

Lesson 20: Using the Recycle Bin

Looking at the Recycle Bin

Deleting Files & Folders

Restoring a File or Folder

Emptying the Recycle Bin

Identifying Common Problems with Files

Lesson 21: Managing Disks

Maintaining Your System

Formatting External Storage Devices

Checking for Errors

Defragmenting the Disk

Cleaning Up the Disk

Lesson 22: Customizing System Settings

Using the Control Panel

Customizing the Desktop Display

Changing the Date & Time

Customizing the Mouse

Customizing the Keyboard

Changing the Volume

Using Fonts

Printing Files

Lesson 23: Installing and Uninstalling Programs

Managing Application Programs

Installing a New Program

Why isn't the Program Working?

Key Applications

Unit 3: Common Elements

Lesson 24: Getting Started with Programs

Sharing Common Elements

Starting Word/Excel/PowerPoint

Exiting Word/Excel/PowerPoint

Looking at the Screen

Using the Quick Access Toolbar

Using the Ribbon

Getting Help

Working with Files

Printing Files

Unit 4:

Using Microsoft Office Word 2007

Lesson 25: Creating Documents

Entering and Editing Text

Working with Documents

Starting a New Document

Closing a Document

Opening a Document

Switching Between Documents

Saving Files in Different Formats

Managing Your Files

Lesson 26: Manipulating Text

Selecting Text

Customizing the View

Adjusting the Zoom

Editing Text

Using Cut, Copy and Paste

Lesson 27: Formatting Text

Formatting Text Characters

Using the Format Painter

Aligning Text

Adding Borders and Shading

Lesson 28: Setting Tabs

Understanding Tab Settings

Lesson 29: Indenting Text Paragraphs

Working with Indents

Using the Paragraph Command

Adding Bullets and Numbering

Lesson 30: Proofing Your Document

Checking the Spelling and Grammar

Using the Thesaurus

Finding Items

Replacing Items

All in One Guide to Computer Literacy

IC³ Pathway Companion – Courseware 7610



Lesson 31: Using Additional Formatting Features

Changing the Line Spacing
Setting the Paragraph Spacing
Changing the Paper Size
Changing Margins
Adding Special Characters
Inserting the Date and Time

Lesson 32: Printing Documents

Previewing the Document
Printing a Document

Lesson 33: Working with Headers or Footers

Adding Page Numbering
Using Section Breaks
Using Headers and Footers

Lesson 34: Using Publishing Format Tools

What are Publishing Format Tools?
Working with Styles
Using AutoText
Outlining a Document
Working with Footnotes or Endnotes

Lesson 35: Working with Pictures

What are Illustrations?
Inserting Pictures
Inserting Pictures from a Disk
Manipulating Pictures

Lesson 36: Working with Objects

Drawing Objects
Inserting Text Boxes
Editing Objects
Arranging Objects

Lesson 37: Working with Tables

Understanding How Tables Work
Drawing a Table
Inserting a Table
Selecting Items in the Table
Formatting the Table
Modifying the Borders and Shading
Adjusting the Width or Height
Changing the Alignment
Inserting & Deleting Rows/Columns
Merging and Splitting Cells
Splitting a Table
Converting Text or Tables
Sorting Information in a Table

Lesson 38: Working with Others

Sharing Information with Others
Working with Comments
Tracking Changes

Unit 5:

Using Microsoft Office Excel 2007

Lesson 39: Getting Started

Understanding Basic Terminology
Creating a New Blank Workbook
Opening Workbooks
Closing a Workbook
Saving Workbooks
Managing Your Files
Entering Data in the Worksheet
Moving Around the Worksheet

Lesson 40: Manipulating the Information

Selecting Cells
Making Changes to the Contents
Using Undo, Redo, or Repeat
Copying and Moving Data
Using AutoFill
Changing the Column Widths
Adjusting the Row Height
Inserting or Deleting Rows, Columns, or Cells
Managing Worksheets

Lesson 41: Working with Formulas

Creating Simple Formulas
Using Common Built-In Functions
Using Absolute & Relative Addresses
Being Careful with Formulas

Lesson 42: Formatting a Worksheet

What Does Formatting Mean?
Formatting Numbers and Decimal Digits
Changing Cell Alignment
Changing Fonts and Sizes
Applying Cell Borders
Applying Colors and Patterns
Using Styles
Using the Format Painter

Lesson 43: Using Miscellaneous Tools

Using the Spell Checker
Sorting Data

Lesson 44: Working with Charts

Understanding Charts
Selecting Chart Types
Making Changes to the Chart

Lesson 45: Getting Ready to Print

Previewing the Worksheet
Adding Page Breaks
Customizing the Printout
Printing the Worksheet

Unit 6: Using Microsoft Office PowerPoint

Lesson 46: Getting Started

What is a Presentation Manager?
What is PowerPoint?
Working with Presentations
Creating Presentations
Entering Text in the Slide Pane
Switching Between Presentations
Displaying Information in the Presentation
Moving Around in the Presentation

Lesson 47: Setting Up the Presentation

Creating a Master Slide
Inserting Headers and Footers
Managing the Slides

Lesson 48: Working with Text

Selecting Text Objects
Manipulating Text
Checking the Spelling

Lesson 49: Formatting Text

What Does Formatting Mean?
Aligning Text
Changing Bulleted Information

Lesson 50: Working with Objects

Inserting Clip Art Images
Inserting Graphics from Other Sources
Creating and Using Tables
Formatting the Table
Creating a Chart
Creating Objects

Lesson 51: Enhancing the Presentation

Changing the Background Color
Animating Objects
Customizing the Animation
Applying Slide Transitions

Lesson 52: Bringing It All Together

Printing the Presentation
Creating Notes and Handouts
Running the Slide Show

Living Online

Unit 7: Getting Connected

Lesson 53: Networking Fundamentals

What is a Network?
Where the Personal Computer Fits
Networking Standards
Connecting to a Network
Benefits of Networking
Disadvantages of Networking

Lesson 54: Looking at the Internet

Introducing the Internet
Connecting to the Internet
Types of Connections
Recognizing Intranets and Extranets

Lesson 55: Understanding E-mail Fundamentals

What is Electronic Mail?
Internal Mail
Internet E-mail
Understanding an E-mail Address
Looking at E-mail Components
Using E-mail Options
Using E-mail Appropriately
Managing Spam
Understanding Bad Netiquette
Identifying Common E-mail Problems

Lesson 56:

Using Microsoft Outlook Express

What is Outlook Express?
Using the Folder List
Sending Messages
Receiving Messages
Attaching Files
Managing Messages
Working with the Address Book
Performing Some Maintenance

All in One Guide to Computer Literacy

IC³ Pathway Companion – Courseware 7610



Unit 8: Using the Internet

Lesson 57: Getting Started

Understanding Basic Terminology
Using the Uniform Resource Locator (URL)
Looking at the Home Page
Understanding the Domain Name Format
Identifying Other Elements

Lesson 58:

Looking at Web Browsers

Using a Web Browser
Looking at Mailing Lists
Subscribing to a Newsgroup (Usenet)

Lesson 59: Using Microsoft Internet Explorer

Getting Started
Looking at the Screen

Lesson 60: Using Information From the Web

Printing a Web Page
Downloading Information
Customizing the Web Browser

Lesson 61: Searching for Information

"Surfing" the Internet
Searching a Specific Web Site
Using Directories
Using Portal Sites
Using Search Engine Technology
Narrowing the Search
Using Boolean Terms

Lesson 62: Qualifying the Information

Evaluating the Information
Having an Impact on Society
Benefits of Using Computers

Lesson 63: The Risks of Computing

Protecting Your Data or Computer
Understanding Data Security
Establishing a Safe Working Environment
Using Ergonomics
Understanding Viruses
Performing a Data Backup

Lesson 64: Using the Internet Responsibly

Restricting Access
Recognizing Copyright Issues
Identifying Ethical Issues
Protecting Yourself
Keeping Up with Technology
Looking at Personal Responsibilities

Appendices

Appendix A: Glossary of Terms
Appendix B: Index
Appendix C: Courseware Mapping