



IC3 Global Standard 3 (GS3) Training

3 Sessions –
9 Hours of Interactive Training

Bridge your digital divide with IC3 Global Standard 3 (GS3). This course covers a broad range of computing knowledge and skills that proves competency in computing fundamentals (hardware, software and using an operating system), key applications (common program functions, word processing and spreadsheet functions) and living online (networks and the internet, email and the impact of computing on society).

Benefits

- Gain confidence to use the latest technology in computers
- Be prepared to pass the three IC3 exams
- Be competent in the use of a computer from starting it up to using software and sending emails

About The Author

Expert **Libby Ingrassia** has spent the last 16 years traveling the globe as a conference speaker, technical trainer, technology consultant, magazine editor, and writer. Currently, Libby is hard at work writing and teaching about technology. She is a frequent speaker at industry conferences and has been actively helping technology professionals learn their jobs through her articles, courses, videos, and books. Libby has planned and implemented installations, taught classes, and developed applications. Libby has certifications including Network+, i-Net+, IC3, CTT+, and certifications from IBM, Lotus and Microsoft.

Session 1

Section A: Computer Basics

- Get Certified
- Types of Computers
- Three-Stage Process of Computing
- The CPU
- On Startup
- Accessing Programs
- Understanding the Terms
- Speed
- Size
- Storage Options
- Removable Media
- Optical Media
- Remote Storage
- Input/Output Devices

Section B: Performance and Maintenance

- Purchasing Considerations
- Maintenance Considerations
- Hard Drive Maintenance
- Other Maintenance Options
- Troubleshooting
- Troubleshooting Process

Section C: OS/Software Introduction

- Beyond the Hardware
- Getting the Software
- Installing and Maintaining Software
- Understanding Operating Systems
- User Accounts

Section D: Microsoft Operating System

- Windows Vista Tour
- Working with Views
- Accessing Applications
- Organizing Files and Folders
- Using the Recycle Bin

Section E: Customizing Windows

- Customizing Views
- File and Folder Properties
- Using the Taskbar
- Personalization Options
- Windows Sidebar
- Help and Support

Section F: Managing Your Operating System

- Control Panel
- System and Maintenance
- Power/Sleep Settings
- Installing Applications
- Uninstalling Applications
- Software as a Service

Section G: Apple Operating System

- Mac OS X Tour
- Using the Finder
- Dashboard
- Application Indicators
- System Preferences
- Operating System Maintenance
- Operating System Troubleshooting

Section H: Applications

- Application Categories
- Microsoft Office Overview
- Databases
- Application Software Types

Session 2

Section A: Application Features and Functions

- Application Window Elements
- Navigating Documents
- Manage Application Options
- Application Help
- Getting Application Help
- Application Similarities

Section B: Common File Management Options

- Blank vs. Template
- Saving Options
- File Association
- Working with Multiple Documents

Section C: Word Basics

- Understanding Word Processing
- Document Design Guidelines
- Open Existing Documents
- Selecting Text
- Formatting Text
- Inserting Pictures
- Inserting Other Materials
- Working with Lists

Section D: Columns, Tables, and Breaks

- Formatting Columns
- Inserting Page Breaks
- Table Formatting

Section E: Finalizing Documents

- Applying Styles
- Format Painter
- Headers and Footers
- Header and Footer Options
- Check Spelling and Grammar
- Proofing Options
- Find and Replace
- Working with Hyperlinks
- Collaborative Editing and Review
- Margins and Page Layout
- Printing the Document
- Other Output Options

Section F: Creating and Formatting Spreadsheets

- Spreadsheets Defined
- Using Excel
- Inserting Formulas
- Formatting Cells
- Inserting Rows and Columns
- Cell Alignment
- Linking Data
- Auto Formatting Data
- Printing Worksheets

Section G: Manipulating Data

- Sorting Data
- Filtering Data
- Creating Charts
- Chart Considerations

Section H: Presentations

- Understanding Presentations
- Using PowerPoint
- Creating Slides
- Inserting Charts
- Themes and Backgrounds
- Organizing Slides
- Slide Show Options
- Using Hyperlinks
- PowerPoint Export Options

Session 3

Section A: Networks and the Internet

- Networks Defined
- Network Types
- Internet vs. Intranet
- Extranet
- Communication Types
- Networking Advantages
- Networking Disadvantages
- Networking Security

Section B: Communicate and Collaborate

- Communication Basics
- Communication Components
- Effective Communication Choices
- Safety and Security Considerations
- Smart Communication Guidelines
- Other Issues
- Online Identity
- Communication Tools

Section C: Working with E-mail

- Outlook Overview
- Anatomy of an E-mail
- Responding to an E-mail
- Send/Receive Options
- Create an E-mail Message
- Attachment and E-mail Options
- Outbox Tips
- Managing Messages
- More Attachment Options
- Create New E-mail Message
- Managing Contacts
- E-mail Preferences
- Out of Office Assistant

Section D: Using the Web

- Internet Explorer Tour
- Basic Navigation Tips
- Setting Home Page
- Adding Bookmarks and Favorites
- Managing Internet Options
- Blogs and RSS
- Find and Go To
- Copy and Paste
- Printing
- Downloading
- Web Terminology
- Browsing Security
- Web Services
- Domain Names
- Troubleshooting Web Problems
- Web Ethics

Section E: Understanding Web Sites

- Weblogs
- Wiki
- Social Networking
- News Sites
- Media Sharing Sites
- Search Engines
- Sponsored Links
- Additional Engines
- Evaluating Web Sites

Section F: Risks and Benefits

- Computers Are Everywhere
- Transforming the World
- Overcoming Challenges
- Safety First
- Software Threats
- Policies and Responsibilities
- Buying Online
- Be Responsible
- Netiquette