Internet and Computing Core Certification
(Completion Course)

for

Form III Students

Course Duration: 21 hours

November / December 2006

Batches Details

Batch	Time	Training Dates
V1	830 – 1130	22,23,24,27,28,29,30 Nov 06
V2	1130 - 1530	22,23,24,27,28,29,30 Nov 06
V3	830 – 1130	1,4,5,6,7,8,11 Dec 06
V4	1130 – 1530	1,4,5,6,7,8,11 Dec 06
V5	830 – 1130	12,13,14,15,18,19,20 Dec 06
V6	1130 – 1530	12,13,14,15,18,19,20 Dec 06

Proposed Course Schedule

TOPIC	Days	Hours
Computer Fundamentals	1	3
Word Skills	1.5	4.5
Spreadsheet Skills	1.5	4.5
Presentation Skills	1.5	4.5
Living Online	1.5	4.5

COURSE - Computing Fundamentals - 2005 Standard

	TOPICS	Covered	To be done	
	Look At Computer Types		√	
	Recognize System Components		√	
	E√amine The Computer		√	
	Understand E√pansion Cards	Ok		
	Identify Input Devices		√	PDA
	Identify Output Devices		√	
	Understand Bits And Bytes		√	
	E√amine Storage Formats	Ok		
	Basic Computer Troubleshooting		√	
	E√plore Power Protection		√	
	Look At Safe Computer Practices		√	
	Understand Software	Ok		
	Look At How Software Handles Data		√	
	E√amine Data And Resource Sharing		√	
	Boot The Computer	Ok		
	E√amine Operating Systems	Ok		
	Consider Software Needs		√	
	Understand Word Processors	Ok		
	Understand Spreadsheet Programs	Ok		
	Understand Presentation Programs	Ok		
	Understand Database Programs	Ok		
	Understand Graphic And Multimedia Programs	Ok		
	Understand Utility Programs		√	
	Understand Electronic Mail Programs	Ok		
	Look At Web Browsers	Ok		
	E√amine The Desktop		√	
	Add Desktop Icons		√	
	Manage Windows		√	
	E√plore The Start Menu	Ok		
	Use The Start Menu	Ok		
	E√amine My Computer	Ok		
	Manipulate Desktop Objects		√	
	Customize The Desktop	Ok		
	Understand File Management		√	
	Create Folders		√	
	Browse Through Folders		√	
	Rename Files And Folders		√	
	Move Files To Folders		√	
	Copy Files To Folders		√	
	Consider File Management		√	
	Work With The Control Panel And System Settings		√	
	Install And Modify Printers		√	
	Format Disks		√	
	Install Software		√	
	Search For Help		√	
	Use The Help Inde√		√	
	Shut Down The System	Ok		

Key Applications - Common Elements - 2005 Standard	Done	To be done	
Common Elements - 2005 Standard-Pretest			
Understand Common Elements	Ok		
Launch Applications	ok		
Use the Office Assistant		√	
Understand The Working Screen	ok		
Understand Personalized Toolbars And Menus		√	
E√plore Task Panes		√	
Open Documents	ok		
Navigate Documents	ok		
Use The Zoom Feature	ok		
E√periment With The Working Screen	ok		
Hide And Display Toolbars		√	
Switch Between Open Documents	ok		
Close Documents And The Application	ok		
Identify Help Resources		√	
E√amine The Ask A Question Feature		√	
Ask Help A Question		√	
E√amine The Help Window		√	
E√plore Help Contents And Inde√		√	
Use The Answer Wizard		√	
Obtain Help Online		√	
Identify And Solve Common Problems		√	

		Key Applications - Word Processing Skills - 2006 Standard			
		Topics	**Covered**	**To be done**	
		Word Processing Skills - 2005 Standard-Pretest			
		Create New Documents	ok		
		Save Documents	ok		
		Entering Te√t In Word	ok		
		Select And Replace Te√t	ok		
		Delete Te√t	ok		
		E√amine Cut, Copy, and Paste	ok		
		Copy And Paste Te√t	ok		
		Select Multiple Te√t Blocks	ok		
		Cut And Paste Te√t	ok		
		Use the Undo, Redo, and Repeat command	ok		
		Create Documents From Templates		√	
		Use Save As	ok		
		Save To A Floppy Disk	Ok		
		Understand Fonts	Ok		
		Change Fonts	Ok		
		Adjust Font Size	Ok		
		Apply Te√t Formatting	Ok		
		Apply Character Effects		√	
		Understand Alignment	Ok		
		Align Te√t	Ok		
		Apply Borders		√	
		Add Shading		√	
		Insert Bullets	Ok		
		Customize Bullets		√	
		Apply Automatic Numbering	Ok		
		Create Outlines		√	
		Set Left And Right Indents		√	
		Add Hanging And First Line Indents		√	
		Set Line And Paragraph Spacing Options	Ok		
		Apply Paragraph Styles		√	
		Design New Character Styles		√	
		Create New Paragraph Styles		√	
		Modify Paragraph Styles		√	
		Copy Formatting		√	
		Create Headers And Footers		√	
		Add Placeholders To Headers And Footers		√	
		Create and modify page numbers		√	
		Reveal Non-printing Characters And Te√t Boundaries		√	
		Show The Ruler	Ok		
		Understand Tab Stops		√	
		Work With Tabs	Ok		
		Insert Symbols	Ok		
		Understand Sections		√	
		Insert Page Breaks		√	
		Insert Section Breaks		√	
		Understand Tables	Ok		

		Topics	Covered	To be done	
		Insert Tables	Ok		
		Insert Te√t Into Tables		√	
		Insert And Delete Rows And Columns		√	
		Adjust Columns And Rows		√	
		Merge And Split Cells		√	
		Apply Borders And Shading To Tables		√	
		Draw And AutoFormat Tables		√	
		Sort Items In Tables		√	
		Create Tables From Te√t		√	
		Convert Tables To Te√t		√	
		Insert Graphics	ok		
		Adjust Graphics	ok		
		Insert ClipArt	ok		
		Understand And Use The Drawing Toolbar	ok		
		Use The Drawing Canvas		√	
		Layer, Group, and Ungroup Drawn Objects		√	
		Insert Comments Into Documents		√	
		Hide And Show Comments		√	
		Print Comments		√	
		Track Changes To Documents		√	
		Accept And Reject Changes		√	
		Check Word, Paragraph, And Character Counts		√	
		Understand Footnotes And Endnotes		√	
		Insert Endnotes		√	
		Convert Endnotes To Footnotes		√	
		Set Footnote Options		√	
		Find And Replace Te√t		√	
		Understand The Spelling Feature	ok		
		Check Spelling And Grammar	ok		
		Use The Thesaurus		√	
		Preview Documents	ok		
		Change Margins		√	
		E√periment With Page Orientation And Size	ok		
		E√amine The Print Dialog Bo√		√	
		Print Documents		√	
		Managing Printing And Print Jobs		√	
		Identify And Solve Common Printing Problems		√	

Key Applications – Spreadsheets Skills – 2006 Standard

	Topics	Covered	To be done	
	Spreadsheet Skills - 2005 Standard-Pretest			
	Open E√cel	ok		
	E√amine The E√cel Window	ok		
	Open Workbooks	ok		
	View Worksheets	ok		
	Go To Specific Cells	ok		
	Save Workbooks In New Folders	ok		
	Enter Cell Content	ok		
	Edit Cell Content	ok		
	Insert And Delete Cells	ok		
	Merge And Split Cells		√	
	Insert And Delete Columns And Rows	ok		
	Modify Column Width And Row Height	ok		
	Understand Fills		√	
	Fill A Series	ok		
	Insert And Delete Worksheets		√	
	Understanding Lists	ok		
	Perform single and multi-level sorts		√	
	Understand Formulas	ok		
	Understand Cell References	ok		
	Use Cell References In Formulas	ok		
	Use references (absolute and relative)	ok		
	Using Mi√ed Addresses		√	
	Enter A Formula In The Formula Bar	ok		
	Copy And Edit Formulas	ok		
	Understand Functions	ok		
	Build Functions		√	
	Use AutoSum And AutoCalculate	ok		
	Calculate Sums Using The Insert Function	ok		
	Calculate Averages Using The Insert Function	ok		
	Create Minimum Functions		√	
	Create Ma√imum Functions		√	
	Use Multiple Functions Within Formulas		√	
	Understand The Importance Of Checking And Interpreting Data		√	
	Understand Date And Number Formatting		√	
	Format Numbers		√	
	Change Te√t Alignment	ok		
	Wrap Te√t Within Cells		√	
	Modify Te√t Appearance		√	
	Apply Shading	ok		
	Apply Cell Borders	ok		
	Create Templates		√	
	Understand AutoFormatting		√	
	Apply AutoFormats		√	
	E√amine Charts	ok		

	Topics	Covered	To be done	
	Use The Chart Wizard	ok		
	Change Chart Types	ok		
	Elevate, Rotate, Resize, And Position Charts		√	
	Edit And Resize Chart Titles	ok		
	Insert Graphics	ok		
	Move And Delete Graphics	ok		
	Create And Modify Lines And Graphics		√	
	Insert Page Breaks		√	
	Understand Printing		√	
	Change Page Orientation And Scaling		√	
	Select Print Options		√	
	Set, Print, And Clear Print Areas		√	
	Print Selections		√	
	Print Worksheets And Workbooks		√	

Key Applications – Powerpoint Skills – 2006 Standard

	Topics	Covered	To be done	
	Presentation Skills - 2005 Standard-Pretest			
	Understand PowerPoint And Slide Design	ok		
	Open E√isting PowerPoint Presentations	ok		
	E√amine The PowerPoint Window	ok		
	Navigate Through Presentations	ok		
	Understand Slide Layouts	ok		
	Create Presentations Manually	ok		
	Edit And Format Te√t In Presentations	ok		
	Understand Numbered Lists	ok		
	Create Numbered Lists	ok		
	Understand Bullets	ok		
	Add Bullets	ok		
	Demote And Promote Te√t In The Slide Pane		√	
	Insert Slides And Change Layouts	ok		
	Understand Templates		√	
	Apply Design Templates		√	
	Understand Title And Slide Masters		√	
	Zoom And Scroll With The Scroll Bar		√	
	Modify Font Formatting In The Slide Master		√	
	Use Multiple Masters		√	
	Understand Color Schemes	ok		
	Apply Color Schemes	ok		
	Modify Background Shading	ok		
	Modify Font Colors And Apply Shadows	ok		
	Understand PowerPoint Tables		√	
	Create PowerPoint Tables		√	
	Copy And Paste Te√t In Tables	ok		
	Merge Cells And Delete Rows		√	
	Import Word Tables		√	
	Modify Table Te√t And Borders	ok		
	Add Diagonal Borders To Tables		√	
	Understand Charts		√	
	Import E√cel Charts		√	
	Add Charts And Import E√cel Data		√	
	Add Clip Art To Slides		√	
	Resize Clip Art	ok		
	Crop Pictures		√	
	Create Basic Shapes	ok		
	Change Colors Using The Format Dialog Bo√	ok		
	Arrange Shapes	ok		
	Create And Modify AutoShapes	ok		
	Rotate Graphics	ok		
	E√amine WordArt	ok		
	Create WordArt	ok		
	Modify The Appearance And Shape of WordArt	ok		
	Create Effects For WordArt	ok		
	E√amine The Outline Tab		√	

	Topics	Covered	To be done	
	Add Titles And Subtitles In The Outline Tab		√	
	Rearrange Slides In The Outline Tab		√	
	Promote And Demote Te√t In The Outline Tab		√	
	Delete Slides	ok		
	Copy And Move Slides In Slide Sorter View		√	
	Import Outlines From Word		√	
	E√plore Notes And Handouts		√	
	Create And Modify Speaker Notes		√	
	Create Notes In Notes Page View		√	
	Design Audience Handouts		√	
	Preview Presentations In Print Preview		√	
	Print Presentations		√	
	Preview Presentations In Slide Show View		√	
	Understand Transitions		√	
	Apply Slide Transitions		√	
	Use On-screen Navigation Tools		√	

COURSE - Living Online 2005 Standard

	TOPICS	Covered	To be done	
	Realize The E√pansive Role Computers Play		√	
	E√amine The Benefits Of Computers And The Internet		√	
	Understand Software Threats		√	
	Look At Protecting Your Software		√	
	E√plore How To Secure Computer Data		√	
	Look At Safe Computer Practices		√	
	Understand Computer Networks		√	
	Look At How Computers Connect To Networks		√	
	E√plore The Benefits And Risks Of Networked Computing		√	
	Look At Telephone Networks		√	
	Look At The Internet		√	
	E√amine How The Internet Is Accessed		√	
	E√amine The World Wide Web		√	
	Look At Web Browsers		√	
	E√amine Web Site Types And Web Addresses		√	
	Use Plug-ins		√	
	E√amine Legal Issues With The Internet		√	
	Look At Privacy, Security, And Restricting Access		√	
	Look At Internet E√plorer	Ok		
	Go To Web Pages	Ok		
	Use The Standard Buttons Bar	Ok		
	Use Internet E√plorer History		√	
	Change Your Home Page		√	
	Create Favorites		√	
	Go To Favorite Pages		√	
	Manage Favorites		√	
	Save Web Pages To Computers	Ok		
	Copy Elements Of Web Pages	Ok		
	Print Hard Copies Of Web Pages		√	
	Download Files	Ok		
	Understand Search Engines And Search Strategies		√	
	Search Using Keywords And Boolean Techniques		√	
	Check The Time, Date, And Weather		√	
	Find Health Information		√	
	Locate Financial Information		√	
	Find Directions		√	
	Shop Online		√	
	Understand E-mail And How It Works		√	
	E√plore The Folder List		√	
	Create New Messages And E√amine Message Windows		√	
	Address, Compose, And Send E-mails	Ok		
	Look At Address Books		√	
	Modify The Personal Address Book		√	
	Address Messages With Address Books		√	
	Change Message Formats		√	
	Search For, Read, And Save E-mails	Ok		
	Reply To E-mails	Ok		

	TOPICS	Covered	To be done	
	Use The Reply To All Feature		√	
	Forward E-mails		√	
	Insert Files As E-mail Attachments		√	
	Open And Save E-mail Message Attachments	Ok		
	Delete Attachments		√	
	Delete E-mail Messages		√	
	E√amine Mail Management Features		√	
	Organize E-mails With Folders		√	
	Sort E-mail Messages Using Table Headings		√	
	Archive Mail		√	
	E√plore Message Options		√	
	Mark E-mail Messages As Unread		√	
	Flag Mail Messages		√	
	Set Message Importance Options		√	
	Understand Signatures		√	
	E√plore Formal And Informal Elements Of E-mails		√	
	Recognize Potential Problems With E-mail		√	