

IC³ Exam Content Overview – GS3 Standard

IC ³ Computing Fundamentals	IC ³ Key Applications	IC ³ Living Online
<p style="text-align: center;">Computer Hardware</p> <ul style="list-style-type: none"> ❑ Identify types of computers, how they process information, and the purpose and function of different hardware components ❑ Identify how to maintain computer equipment and solve common problems relating to computer hardware 	<p style="text-align: center;">Common Program Functions</p> <ul style="list-style-type: none"> ❑ Be able to start and exit an application, identify and modify interface elements and utilize sources of online help ❑ Perform common file-management functions ❑ Perform common editing and formatting functions ❑ Perform common printing/outputting functions 	<p style="text-align: center;">Communication Networks and the Internet</p> <ul style="list-style-type: none"> ❑ Identify network fundamentals and the benefits and risks of network computing
<p style="text-align: center;">Computer Software</p> <ul style="list-style-type: none"> ❑ Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded ❑ Identify different types of application software and general concepts relating to application software categories 	<p style="text-align: center;">Word Processing Functions</p> <ul style="list-style-type: none"> ❑ Be able to format text and documents including the ability to use automatic formatting tools ❑ Be able to use word-processing tools to automate processes such as document review, security and collaboration 	<p style="text-align: center;">Electronic Communications and Collaboration</p> <ul style="list-style-type: none"> ❑ Identify different types of electronic communication/collaboration and how they work ❑ Identify how to use an electronic mail application ❑ Identify the appropriate use of different types of communication/collaboration tools and the “rules of the road” regarding online communication (“netiquette”)
<p style="text-align: center;">Using an Operating System</p> <ul style="list-style-type: none"> ❑ Identify what an operating system is and how it works, and solve common problems related to operating systems ❑ Use an operating system to manipulate a computer’s desktop, files and disks ❑ Identify how to change system settings, install and remove software 	<p style="text-align: center;">Spreadsheet Features</p> <ul style="list-style-type: none"> ❑ Be able to modify worksheet data and structure and format data in a worksheet ❑ Be able to sort data, manipulate data using formulas and functions and add and create simple charts 	<p style="text-align: center;">Using the Internet and the Worldwide Web</p> <ul style="list-style-type: none"> ❑ Identify information about the Internet, the World Wide Web and Web sites and be able to use a Web browsing application ❑ Understand how content is created, located and evaluated on the World Wide Web
	<p style="text-align: center;">Communicating with Presentation Software</p> <ul style="list-style-type: none"> ❑ Be able to create and format simple presentations 	<p style="text-align: center;">The Impact of Computing and the Internet on Society</p> <ul style="list-style-type: none"> ❑ Identify how computers are used in different areas of work, school, and home ❑ Identify the risks of using computer hardware and software and how to use computers and the Internet safely, ethically and legally