

DIGITAL LITERACY

Online Training Courses – The Digital Literacy Online Training Content Library helps improve the computer and Internet skills of your employees. This Library contains over 730 hours of training including Microsoft Office Applications (MOS) Training and Internet & Computing Core Certification (IC3) Training. The Digital Literacy Library has successfully helped organizations across the nation develop skills assessment training plans for their employees. *The right training can make all the difference!*

Internet & Computing Core Certification (IC3) – 2005 Standard Prescriptive Training & Testing

Computing Fundamentals

Main Topics Covered (47 Lessons)

- » Understanding Computer Types & Parts
- » Understanding How Computers Work
- » Identifying Software Types
- » Interacting with the Windows Desktop
- » Managing Files & Folders
- » Customizing Microsoft Windows

Living Online

Main Topics Covered (64 Lessons)

- » Getting Familiar with Networks
- » Identifying Risks Associated with Computer Use
- » Examining the Internet
- » Navigating the Web with Internet Explorer
- » Finding Specific Information on the Web
- » Saving Information from the Web
- » Communicating through E-mail
- » Working with E-mail Attachments
- » Organizing your E-mail
- » Exploring E-mail Options & “Netiquette”

IC3 Certification Exam Preparation

Practice Tests (Pre-tests & Post-tests)

- » Computing Fundamentals
- » Key Applications
- » Living Online

Key Applications

Main Topics Covered (224 Lessons)

- » Opening, Closing, & Navigating within Documents
- » Understanding Common Elements
- » Working with Documents & Text
- » Exploring Sources of Help & Resolving Problems
- » Formatting Text
- » Formatting Paragraphs
- » Using Automatic Formatting Tools
- » Working with Tables
- » Getting Ready to Print & Printing
- » Inserting Pictures & Drawn Objects
- » Getting Started with Excel
- » Modifying Worksheet Data & Structure
- » Manipulating Data Using Sorts & Formulas
- » Using Advanced Formatting Features
- » Adding Charts & Pictures
- » Finalizing & Printing Worksheets
- » Getting Started With PowerPoint & Creating Presentations
- » Adding & Modifying Text & Slides
- » Working with Templates & Masters
- » Working with Tables & Charts
- » Enhancing Slides with Graphics
- » Adding & Reorganizing Slides & Text
- » Preparing to Deliver a Presentation
- » Previewing & Delivering Presentations

Microsoft Applications Level-Based, Prescriptive & Microsoft Office Specialist Training & Testing

Microsoft Office 2007

- » Microsoft Office Access 2007 Levels 1-2
- » Microsoft Office Excel 2007 Levels 1-2
- » Microsoft Office Outlook 2007 Levels 1-2
- » Microsoft Office PowerPoint 2007 Levels 1-2
- » Microsoft Office Word 2007 Levels 1-2

Microsoft Office 2003

- » Microsoft Office Access 2003 Levels 1-2-3
- » Microsoft Office Excel 2003 Levels 1-2-3
- » Microsoft Office Outlook 2003 Levels 1-2
- » Microsoft Office PowerPoint 2003 Levels 1-2-3
- » Microsoft Office Word 2003 Levels 1-2-3
- » Microsoft Office FrontPage 2003 Level 1

Microsoft Office 2002 (XP)

- » Microsoft Office XP New Features
- » Microsoft Office Access 2002 Levels 1-2-3 & MOS
- » Microsoft Office Excel 2002 Levels 1-2-3 & MOS
- » Microsoft Office Outlook 2002 Levels 1-2 & MOS
- » Microsoft Office PowerPoint 2002 Levels 1-2-3 & MOS
- » Microsoft Office Word 2002 Levels 1-2-3 & MOS

Microsoft Office 2000

- » Microsoft Office Access 2000 Levels 1-2-3
- » Microsoft Office Excel 2000 Levels 1-2-3
- » Microsoft Office Outlook 2000 Levels 1-2
- » Microsoft Office PowerPoint 2000 Levels 1-2-3
- » Microsoft Office Word 2000 Levels 1-2-3

NOTE: Microsoft Office 2007, 2003, XP and 2000 all have Prescriptive Training and Microsoft Office Specialist Training & Testing

Operating Systems & Internet Level-Based & Prescriptive Training & Testing

Windows Operating Systems

- » Microsoft Windows 98 Level 1
- » Microsoft Windows 2000 Level 1
- » Microsoft Windows XP Level 1
- » Microsoft Windows Vista Level 1

Internet

- » Utilizing The Internet
- » Introduction To Internet Explorer 6