BREWSTER TECHNOLOGY
COMPUTER TRAINING & SERVICE
www.brewstertech.com

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Phone – (845) 279-9400 ● Fax – (845) 279-9413

What's in Intro to Computers:

IC3 Global Standard 4 (GS4) exam objectives are aligned with today's most current technologies and relevant digital literacy requirements, including social media, collaboration, and cloud computing concepts. The GS4 certification is comprised of three individual exams and is designed to validate competency in three key areas: **Computing Fundamentals**-Covers a foundational understanding of computing, **Key Applications**-Covers popular word processing, spreadsheet and presentation applications and the common features of all applications, and **Living Online**-Covers skills for working in an Internet or networked environment.

Target Audience:

Individuals who need a foundation of knowledge to excel in fields that involve computers and the Internet.

Prerequisites:

Very basic knowledge of computers

Duration:

16 Hours

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Topics Covered in Intro to Computers:

Computing Fundamentals

Operating Systems

- What is an Operating System?
- Common Operating System Features
- Looking at the Windows Desktop
- The Software/Hardware Relationship
- Understanding Updates

Files and Folders

- Looking at a Typical Window
- Understanding Files and Folders

Hardware

- Identifying Computers
- Looking Inside a Computer
- Recognizing Input/Output Devices
- Understanding How It Works
- Together

Control Panel

- Using the Control Panel
- Understanding Power Options
- Understanding User Accounts and Rights

Software

- What is a Software Program?
- Obtaining Software
- Choosing an Application Program
- Disk Management Programs
- Managing Software

Troubleshooting

- What is Troubleshooting?
- Getting Windows Help and Support
- Using Task Manager

Common Features

- Getting Started
- Looking at the Screen
- Getting Help
- Manipulating Files

Key Applications

Microsoft Word

- Entering and Editing Text
- Customizing the View
- Editing Text
- Formatting Text Characters
- Understanding Tab Settings
- Working with Indents
- Working with Paragraphs
- Proofing the Document
- Changing the Page Setup
- Previewing and Printing the Document
- Using Multimedia Files
- Using Tables
- Working with Comments
- Lesson Summary
- Review Questions

Microsoft Excel

- Understanding Basic Terminology

- Managing Workbooks
- Manipulating the Contents
- Creating Simple Formulas
- What Does Formatting Mean?
- Using the Spell Checker
- Sorting or Filtering Data
- Working with Charts
- Getting Ready to Print

Microsoft PowerPoint

- What is PowerPoint?
- Working with Presentations
- Managing the Slides
- Managing Slide Objects
- Creating a Master Slide
- Animating Objects
- Running the Slide Show
- Previewing or Printing the Presentation

Microsoft Access

- What is Access?
- Database Objects
- Interface Components
- Managing Database Files
- Table Basics
- Adjusting the View
- Finding the Data You Want
- Working with Data in Form View
- What is a Report?

Designing Reports

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Topics Covered in Intro to Computers:

Living Online

World Wide Web

- The Internet, Browsers and the World Wide Web
- Understanding Web Site Addresses
- Common Web Site/Page Elements
- Browser Features and Functions

Getting Connected

- Defining a Network
- Networking Models
- TCP/IP and Networking

- Local Area Networks (LANs)
- Wide Area Networks (WANs)
- Public Switched Networks
- Connecting to the Internet
- Addressing on the Internet
- The Need for Security
- Network Troubleshooting

Digital Communication

- How Can I Communicate with Others?
- Working with Email
- Using Microsoft Outlook

Digital Citizenship

- Identifying Ethical Issues
- Practicing Good Online Citizenship
- Protecting Your Data or Computer
- Preventing Personal Injuries
- Protecting Yourself While Online

Finding Information

- Searching for Information