

Microsoft Internet and Core Computing Certification

Module A: Computing Fundamentals	Module B: Key Applications	Module C: Living Online
<p>Types of Networks and Benefits</p> <p>Elements of a Personal Computer</p> <p>Understanding Types of Memory</p> <p>Identifying Input/Output Devices</p> <p>Working with Storage Systems</p> <p>Identifying Printers</p> <p>Troubleshooting Techniques</p> <p>Maintaining and Upgrading Computers</p> <p>Buying and Using a Computer</p> <p>Looking at Software Applications</p> <p>Working with and Exiting Windows</p> <p>Getting Help</p> <p>Running Application Programs</p> <p>File Management</p> <p>Using the Recycle Bin</p> <p>Managing and Maintaining Disks</p> <p>Installing and Uninstalling Programs</p>	<p>Shared Features in Word/Excel/PowerPoint</p> <p style="text-align: center;">Microsoft Word</p> <p>Creating Documents</p> <p>Editing Text</p> <p>Formatting Text, paragraphs and Page Formatting</p> <p>Proofing Your Document</p> <p>Printing Documents</p> <p>Preparing Documents for Publication</p> <p>Working with Pictures and Graphics</p> <p>Working with Tables</p> <p>Sharing Documents for Review</p> <p style="text-align: center;">Microsoft Excel</p> <p>Using Microsoft Excel</p> <p>Manipulating the Information</p> <p>Working with Formulas</p> <p>Formatting a Worksheet</p> <p>Working with Charts</p> <p>Previewing and Printing Worksheets</p> <p style="text-align: center;">Microsoft PowerPoint</p> <p>Introduction to PowerPoint</p> <p>Working with Presentations</p> <p>File Management</p> <p>Setting Up the Presentation</p> <p>Working with Graphics, Tables, Charts and Objects</p> <p>Enhancing the Presentation</p> <p>Printing the Presentation</p> <p>Creating Notes and Handouts</p> <p>Running the Slide Show</p>	<p>Understanding Networking Fundamentals</p> <p>Introduction to the Internet</p> <p>Connecting to the Internet</p> <p>Recognizing Intranets and Extranets</p> <p>Understanding E-Mail Fundamentals</p> <p>Using Microsoft Outlook Express</p> <p>Using the Internet</p> <p>Using Microsoft Internet Explorer</p> <p>Using Information From the Web</p> <p>Searching for Information</p> <p>Qualifying the Information</p> <p>The Risks of Computing</p> <p>Accessing the Internet in a Legal and Safe Manner</p> <p>Keeping Up With Technology</p>