



IC3 Spark objective domains

1. Operating system basics
 - What is an OS and what does it do?
 - Manage computer files and folders
 - Manage computer configuration, control panel, OS drivers
2. Computer hardware and concepts
 - Common computer terminology
 - Types of devices
 - Computer usage
3. Computer software and concepts
 - Software usage (using the right tool for the right task)
4. Common application features
 - Common features and commands
 - Formatting
 - Navigating
 - Working with multimedia files
5. Word processing activities
 - Organizing data
 - Layout
6. Spreadsheet activities
 - Spreadsheet layout
 - Data management
7. Presentation activities
 - Inserting content
 - Slide management
 - Slide design
8. Browsers
 - Navigation

Head Office

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PT. Satu Visi Indocreative

- o Internet vs. browsers
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9. Digital Communication

- o E-mail communication
- o Real-time communication

10. Digital citizenship

- o Communication standards
- o Legal and responsible use of computers

11. Safe computing

- o Secure online communication or activity

12. Research fluency

- o Using search engines

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