

IC3 Key Applications - Global Standard 5

Objective Domains

1. Common Features

- 1.1 Choose appropriate keyboard shortcuts, such as cut, copy, paste, select all, print, save, undo, and redo**
- 1.2 Identify content types**
 - 1.2.1 Identify and distinguish between plain text and HTML content
 - 1.2.2 Format the content of an outgoing email message as plain text, rich text, or HTML
- 1.3 Use spelling check tools**
 - 1.3.1 Check spelling and grammar
- 1.4 Use Comments tool**
 - 1.4.1 Insert comments in a document or worksheet cell
 - 1.4.2 Move between comments in a document, worksheet, or presentation
- 1.5 Use the Find and Replace tools in Microsoft Office applications**
- 1.6 Select content**
 - 1.6.1 Select content in a document, on a slide, or in a worksheet cell
- 1.7 Use the graphical user interface (GUI) to undo or redo actions**
- 1.8 Move content by using the mouse**
 - 1.8.1 Drag content to another location within a document or worksheet
 - 1.8.2 Drag content between documents or worksheets
- 1.9 Characterize read-only view concepts**
 - 1.9.1 Identify characteristics of a read-only file
 - 1.9.2 Use Mark as Final
- 1.10 Understand Protected View concepts**
 - 1.10.1 Identify circumstances in which a file opens in protected mode
 - 1.10.2 Identify Protected View restrictions
- 1.11 Change the magnification level**
 - 1.11.1 Change the magnification level by using the zoom slider
 - 1.11.2 Set the magnification level to a specific percentage

2. Work in Documents

- 2.1 Format text**
 - 2.1.1 Change font properties
 - 2.1.2 Use Format Painter
- 2.2 Configure page layout options**
 - 2.2.1 Change page orientation
 - 2.2.2 Change page size
 - 2.2.3 Change page margins

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- 2.2.4 Format text in columns
- 2.2.5 Insert page numbers
- 2.2.6 Insert headers and footers

2.3 Modify existing styles

2.4 Create files

- 2.4.1 Create a document
- 2.4.2 Save a document in the current and legacy document file types
- 2.4.3 Save a document as a text file or PDF file
- 2.4.4 Save a document as a template

2.5 Configure paragraph layout options

- 2.5.1 Change paragraph alignment
- 2.5.2 Configure indents
- 2.5.3 Set tab stops
- 2.5.4 Change line and paragraph spacing

2.6 Prepare a document for printing

- 2.6.1 Preview a document as it will be printed

2.7 Configure print options

- 2.7.1 Print all or specific pages of a document
- 2.7.2 Print a document single-sided or double-sided
- 2.7.3 Print multiple pages per sheet
- 2.7.4 Change the paper size

2.8 Use Track Changes

- 2.8.1 Turn on and off change tracking
- 2.8.2 Review tracked changes
- 2.8.3 Accept or reject tracked changes

2.9 Create tables in documents

- 2.9.1 Create a table with a specific number of rows and columns
- 2.9.2 Format existing text as a table

2.10 Identify Microsoft Word-compatible file types

- 2.10.1 Recall file types that can be opened and edited in Word

3. Work in Spreadsheets

3.1 Identify common spreadsheet elements

- 3.1.1 Identify workbooks
- 3.1.2 Identify worksheets
- 3.1.3 Identify worksheet columns
- 3.1.4 Identify worksheet rows
- 3.1.5 Identify worksheet cells
- 3.1.6 Identify data ranges
- 3.1.7 Identify navigation tools and features

3.2 Manage rows and columns

- 3.2.1 Copy and paste rows and columns
- 3.2.2 Delete rows and columns

- 3.2.3 Insert new, copied, and cut rows and columns

3.3 Set row height and column width

3.4 Sort and filter worksheet data

- 3.4.1 Sort data in a data range
- 3.4.2 Filter data in a data range

3.5 Understand functions, formulas, and operators

- 3.5.1 Use functions
- 3.5.2 Use operators
- 3.5.3 Create formulas
- 3.5.4 Recognize formula syntax
- 3.5.5 Reference cells and data ranges in formula syntax

3.6 Enter worksheet data

3.7 Work with charts in Excel

- 3.7.1 Identify chart elements
- 3.7.2 Create a chart
- 3.7.3 Interpret the information conveyed by a chart

3.8 Work with Excel tables

- 3.8.1 Create a table
- 3.8.2 Format data as a table
- 3.8.3 Apply table styles

3.9 Manipulate cells and cell content

- 3.9.1 Merge multiple cells
- 3.9.2 Unmerge cells
- 3.9.3 Use Paste options

3.10 Format worksheet cells and text

- 3.10.1 Change the font properties in cells
- 3.10.2 Change the alignment of text within cells
- 3.10.3 Apply a Number Format to cell content
- 3.10.4 Format cell borders
- 3.10.5 Apply cell fill colors

3.11 Identify Microsoft Excel-compatible file types

- 3.11.1 Recall file types that can be opened and edited in Excel

3.12 Use workbook templates

- 3.12.1 Create a workbook based on a template

3.13 Create a formula to reference data on another worksheet

4. Understand basic database concepts

4.1 Recognize data

4.2 Characterize the contribution of databases to websites

4.3 Identify relational database elements

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- 4.3.1 Identify Fields
- 4.3.2 Identify Records
- 4.3.3 Identify Tables
- 4.3.4 Identify Database
- 4.3.5 Recognize that tables can have relationships

4.4 Define metadata

- 4.4.1 Identify metadata
- 4.4.2 Recall the purpose of metadata

5. Work in Presentations

5.1 Identify Microsoft PowerPoint-compatible file types

- 5.1.1 Recall file types that can be opened and edited in PowerPoint
- 5.1.2 Recall methods of distributing content from PowerPoint

5.2 Use audio and video output devices

- 5.2.1 Recall options for displaying a presentation on multiple monitors
- 5.2.2 Identify connection methods that support video content
- 5.2.3 Identify connection methods that support audio content

5.3 Display presentations

- 5.3.1 Switch among presentation views
- 5.3.2 Identify methods of presenting a slide show on one or multiple monitors

5.4 Configure animations and slide transitions

- 5.4.1 Animate slide content
- 5.4.2 Configure animation effects
- 5.4.3 Apply transitions to slides

5.5 Create and manage slides

- 5.5.1 Manage media content
- 5.5.2 Insert images on slides
- 5.5.3 Format images on slides
- 5.5.4 Insert audio files on slides
- 5.5.5 Configure the playback of audio files
- 5.5.6 Insert video files on slides
- 5.5.7 Configure the playback of video files

5.6 Manage slide layout and appearance

- 5.6.1 Apply presentation templates
- 5.6.2 Change a slide to a different layout

5.7 Manage presentation structure

- 5.7.1 Create a presentation
- 5.7.2 Add slides to a presentation
- 5.7.3 Delete slides from a presentation
- 5.7.4 Move slides within a presentation

6. Understand application uses and platforms

6.1 Obtain and install desktop and mobile applications

6.2 Recognize app genres

- 6.2.1 Identify productivity apps
- 6.2.2 Identify reference apps
- 6.2.3 Identify content management apps
- 6.2.4 Identify content creation apps
- 6.2.5 Identify social media apps
- 6.2.6 Identify music apps
- 6.2.7 Identify health apps

6.3 Understand strengths and limits of apps and applications

- 6.3.1 Distinguish between apps and applications
- 6.3.2 Identify strengths and limitations of apps
- 6.3.3 Identify strengths and limitations of applications

7. Graphic Modification

7.1 Insert images into an office document

- 7.1.1 Insert an image from the computer
- 7.1.2 Insert an image from an online source
- 7.1.3 Set the image properties

7.2 Crop images within an office document

- 7.2.1 Crop an image freehand
- 7.2.2 Crop an image to a preset shape
- 7.2.3 Crop an image to a preset aspect ratio