

# ABC's of IC<sup>3</sup> Certification

## Module A Computing Fundamentals

### Courseware 1101



#### Course Description

This module includes the knowledge and skills required to identify different types of computers, the components of a personal computer (including internal components such as microprocessors) and how these components work together. The module also includes the knowledge and skills relating to computer storage as it applies to hardware components like floppy and hard disks and performance as it applies to processor speed and memory.

#### Courseware Outline

##### Unit 1: Recognizing Computers

###### Lesson 1: Computers All Around Us

- How Computers Can Be Used
- Large Systems
- Personal Computers
- Notebooks or Laptop Computers
- Tablets
- Personal Digital Assistants
- Workstations
- Other Types of Computers
- Summary
- Review Questions

###### Lesson 2: Looking at Networks

- What is a Network?
- Types of Networks
- Features and Benefits
- Connecting to a Network
- Interacting with Networks
- Summary
- Review Questions

###### Lesson 3: Elements of a Personal Computer

- An Overview
- Looking at the System Unit
- Summary
- Review Questions

###### Lesson 4: Understanding Memory

- Looking at Memory
- Read Only Memory (ROM) BIOS
- Random Access Memory (RAM)
- Cache Memory
- Summary
- Review Questions

###### Lesson 5: Identifying Input/Output Devices

- What are Input/Output Devices?
- Looking at the Monitor
- Using Video Cards
- Using the Keyboard
- Using the Mouse
- Looking at Other Input/Output Devices
- Recognizing Ports
- Summary
- Review Questions

###### Lesson 6: Working with Storage Systems

- What Are Storage Systems?
- Working with Disk Drives
- Identifying the Floppy Disk Drive
- Working with Hard Disk Drives
- Working with CD Drives
- Using Other Types of Storage Devices
- Virtual Storage Systems
- Identifying Disk Drives
- Summary
- Review Questions

###### Lesson 7: Looking at Printers

- Using Printers
- Dot Matrix Printer
- Ink Jet Printer
- Bubble Jet Printer
- Laser Printer
- Miscellaneous Types of Printers
- Replenishing Printer Supplies
- Summary
- Review Questions

###### Lesson 8: Basic Troubleshooting Techniques

- Increasing the Computer's Performance
- Working with Hardware
- Taking Care of the Computer
- Replacing or Upgrading Equipment
- Disposing of Older or Non-Working Items
- Summary
- Review Questions

###### Lesson 9: Buying a Computer

- Building Your Checklist
- How Much Will It Cost?
- Summary
- Review Questions

###### Lesson 10: Looking at Software Applications

- What is a Software Program?
- Upgrading Your Software
- Looking at Operating Systems
- Choosing an Application Program
- Summary
- Review Questions

###### Lesson 11: Using the Computer

- Starting the Computer
- Understanding the Boot Routine
- Working with an Application Program
- Resetting the Computer
- Shutting Down the Computer
- Summary
- Review Questions

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#### Unit 2: Using Windows

##### Lesson 1: Looking at Windows

- What is Windows?
- A Quick History
- Which Version Should I Use?
- Summary
- Review Questions

##### Lesson 2: Looking at the Desktop

- What is the Windows Desktop?
- Using the Mouse
- Navigating Within Windows
- Using the Start Button
- Using the Taskbar
- Summary
- Review Questions

##### Lesson 3: Working with Windows

- Looking at a Typical Window
- Moving a Window
- Sizing a Window
- Using Scroll Bars
- Summary
- Review Questions

##### Lesson 4: Exiting Windows

- Exiting the Computer Properly
- Restarting the Computer
- Summary
- Review Questions

##### Lesson 5: Getting Help

- Using Windows Help and Support
- Contents
- Index and Search
- Favorites
- Getting Help in a Dialog Box
- Getting Additional Technical Support
- Summary
- Review Questions

##### Lesson 6: Running Application Programs

- Starting Application Programs
- Using the Run Command
- Working with a Typical Program
- Creating, Opening & Saving Files
- Using the Documents Menu
- Multitasking
- Summary
- Review Questions

##### Lesson 7: Looking at Files and Folders

- Understanding Files and Folders
- What's on my Desktop?
- Using the My Computer Feature
- Changing the View
- Creating Folders
- Summary
- Review Questions

##### Lesson 8: Using Windows Explorer

- What is Windows Explorer?
- Selecting Files or Folders
- Copying and Moving Files or Folders
- Renaming Files or Folders
- Viewing File or Folder Properties
- Finding Files
- Summary
- Review Questions

##### Lesson 9: Using the Recycle Bin

- Looking at the Recycle Bin
- Deleting Files & Folders
- Restoring a File or Folder
- Emptying the Recycle Bin
- Identifying Common Problems with Files
- Summary
- Review Questions

##### Lesson 10: Managing Disks

- Maintaining Your System
- Formatting Floppy Disks
- Checking for Errors
- Defragmenting the Disk
- Cleaning Up the Disk
- Summary
- Review Questions

##### Lesson 11: Customizing System Settings

- Using the Control Panel
- Customizing the Desktop Display
- Changing the Date & Time
- Customizing the Mouse
- Changing the Volume
- Using Fonts
- Printing Files
- Summary
- Review Questions

##### Lesson 12: Installing and Uninstalling Programs

- Managing Application Programs
- Installing a New Program
- Uninstalling a Program
- Summary
- Review Questions