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   Format text in columns

2.2.4   Insert page numbers

2.2.5   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