



KEY APPLICATIONS

Key Applications

The IC3 Digital Literacy Certification is comprised of three individual examinations:

- Computing Fundamentals
- Key Applications
- Living Online

The Key Applications examination covers popular word processing, spreadsheet and presentation applications and the common features of all applications to help you learn faster, work smarter, and present yourself better.



Objectives

Common Program Functions.

Today's programs have many common functions to help you learn faster and get more out of them. This domain helps you understand those common functions as well as ways you can use various programs to accomplish common tasks. You'll learn how to start and exit an application, modify interface elements, and utilize various sources of online help. You'll also discover how to perform common functions for file-management, editing and formatting, and printing and outputting.

- Start and exits applications, identify and modify interface elements and utilize sources of online help
- Perform common file-management functions
- Perform common editing and formatting functions
- Perform common printing/outputting functions



"Demand for computer and database professionals is expected to increase faster than all other occupations (37%) through 2016. Fueling this demand is the growth of information networking, the expansion of client-server environments, and the need for computer specialists to use their knowledge and skills in a problem-solving capacity."
(Source: Bureau of Labor Statistics)

SAMPLE QUESTION

Question 18 of 45

	B	C	D
1	International Student Exchange		
2	Name	Country	Gender
3	Kensuke Mizuno	Japan	Male
4	Roberto Cardenas	Chile	Male
5	Leon-Claude Denzans	Luxembourg	Male
6	Gunther Gustafsson	Sweden	Male
7	Ming-yuen Li	Rep. Of China	Female
8	Jacques Pelletier	France	Male
9	Louise Hinckman	Germany	Female

Specifying that a spreadsheet will only display information in which "COUNTRY" equals "Japan" (as shown above) is an example of _____.

Choices

- A filling
- B sorting
- C filtering
- D subtotalling

"Specify that a spreadsheet will only display information in which "COUNTRY" equals "Japan" (as shown above) is an example of _____"

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Word Processing Functions

Modern word processors let you do more than create informative documents. They enable you to create live data, collaborate with others, and control access to your valuable information. This domain focuses on the elements of a well-organized document, formatting text and documents, and the ability to use word-processing tools to automate processes such as document review, security, and collaboration.

- Format text and documents including the ability to use automatic formatting tools
- Use word-processing tools to automate processes such as document review, security and collaboration

Spreadsheet Features

Today's spreadsheets effectively capture, organize, and display data from budgets to statistics to inventory and so on. They also include a wide array of formulas and functions that automatically calculate, sort, and process information. This domain teaches you how to build and use a spreadsheet efficiently. Among other valuable skills, you'll learn how to sort and manipulate data using formulas and functions, create simple but effective charts, and draw conclusions based on tabular data and charts.

- Modify worksheet data, structure and formatting
- Sort data, manipulate data using formulas and functions, and create simple charts

Communication with Presentation Software

In the past, presentation software was only used for large audiences. Now, laptops, inexpensive projectors, and Internet technology advances have made presentation software a staple of modern communication in the classroom, at work, and around the world. In this domain, you'll learn how to design, manage, and modify presentations and identify different ways presentations are distributed.

- Create and format simple presentations

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