

# UPDATES TO THE IC<sup>3</sup> EXAMS FOR THE 2005 STANDARD

## IC<sup>3</sup> COMPUTING FUNDAMENTALS

### Fundamental advances in technology

- Interactive books
- PDAs and cell phones connecting to the internet
- Infrared ports
- Virtual storage – memory cards and memory sticks

### Maintaining computer equipment and hardware problem solving

- Factors that can damage computer hardware or software
- Common problems that can occur if hardware is not maintained properly
- Maintenance that should ONLY be performed by experienced professionals
- Steps required to solve computer related problems

### How software and hardware work together

- How software is developed and upgraded
- Identify issues relating to software upgrades
- Display and update a list of installed printers

### Common uses for database applications

- Fundamental concepts relating to databases
- Records, fields, tables, queries, reports, forms, key fields, relational databases

## IC<sup>3</sup> KEY APPLICATIONS

### Content related to presentation software

- Create and format simple presentations
- Effective design principles for simple presentations
- Create/insert a new slide with a specified format
- Delete a slide
- Duplicate a slide
- Add information to a slide
- Change slide view
- Change slide layout
- Modify a slide background
- Assign transitions to slides

### Spreadsheets and table data organization

- Organizing data into columns and rows
- Identifying a cell address by column, letter, and row number
- Use top row data tables to identify information in columns
- Pie charts to present percentage information
- Line or area charts to present trends in data
- Column or bar charts to compare values side-by-side

### Word Processing and identifying on-screen formatting information

- Breaks: line, page, and section
- Tab markers
- Paragraph markers
- Indent markers

## IC<sup>3</sup> LIVING ONLINE

### Identify the risks of networked computing

- Loss of autonomy
- Potential loss of privacy and security
- Potential of network-wide systems failure
- Vulnerability to a network virus attack

### Word Processing and identifying on-screen formatting information

- Authorizing users by a network administrator
- Authentication of users through proper login procedures
- Protection from external threats using protective technology such as firewalls
- Regular monitoring of the network by network administrators

### Hardware and software required to connect to the Internet

- Computers such as PCs or Macintosh
- Handheld devices such as personal digital assistants (PDAs)
- Mobile telephones or other wireless devices
- Modems      ■ Wireless connections
- Dedicated connections (such as Ethernet)
- Telecommunication software

### Procedures for ensuring the safe and effective use of electronic mail

- Checking mail and attachments for viruses
- Writing and reviewing e-mail carefully before sending
- Understanding the rules of "netiquette" and company/school e-mail policies
- Using encryption software for secure e-mail
- Backing up/Archiving mail on a regular basis