

WSU-SLIS IC3 FAQ

What is the IC3 exam?

- The IC3 exam tests your knowledge of Windows Vista, Microsoft Office 2007 and the Internet.
- It is comprised of three tests, each of which must be taken and passed
- Each exam costs approximately \$30.00 (depending on which Certiport testing center they are taken at).

The three exams are as follows:

Computing Fundamentals

- The first module covers a foundational understanding of computing including: Computer hardware, computer software, and using operating systems.

Computer Hardware:

- Identify different types of computers, how they process information and how individual computers interact with other computing systems and devices
- Identify the function of computer hardware components
- Identify the factors that go into a decision on how to purchase a computer or select a computer for work, school, or home
- Identify how to maintain computer equipment and solve common problems relating to computer hardware

Computer Software:

- Identify how software works and how software and hardware work together to perform computing tasks and how software is developed and upgraded
- Identify different types of software, general concepts relating to software categories, and the task to which each type of software is most suited or not suited

Using an Operating System:

- Identify what an operating system is and how it works, and solve common problems related to operating systems
- Manipulate and control the Windows desktop, files and disks
- Identify how to change system settings, install and remove software

*For a comprehensive outline of Computing Fundamentals, download **Outline.doc** from:*

<http://www.cclearning.com/LinkClick.aspx?fileticket=Oe5JyTbBY5k%3d&tabid=146&language=en-US>

Key Applications

- The second module covers the knowledge and skills required to perform functions common to all Microsoft Windows applications with an emphasis on the common functionality between the three Microsoft Office applications: Word, Excel, and PowerPoint.

Common Program Functions:

- Be able to start and exit a Windows application
- Be able to use online help
- Identify common on-screen elements of Windows applications, change application settings and manage files within an application
- Modify the display of toolbars and other on-screen elements
- Perform common editing and formatting functions
- Perform common printing functions

Word Processing Functions:

- Be able to format text and documents including the ability to use automatic formatting tool
- Be able to insert, edit and format tables in a document

Spreadsheet Functions:

- Be able to modify worksheet data and structure and format data in a worksheet
- Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet

Presentation Software:

- Be able to create and format simple presentations

For a comprehensive outline of Key Applications, download **Outline.doc** from:

<http://www.ccilearning.com/LinkClick.aspx?fileticket=dpulbLzMk70%3d&tabid=146&language=en-US>

Living Online

- The third module covers skills necessary for working in an Internet or networked environment, such as networks and the Internet, electronic mail, using the Internet and the impact of computing and the Internet on society.

Networks and the Internet:

- Identify common terminology associated with computer networks and the Internet
- Identify network fundamentals and the benefits and risks of network computing
- Identify the difference between different types of networks (LAN and WAN)

- Identify how computer networks fit into other communications networks (like the telephone network)

Electronic Mail:

- Identify how electronic mail works
- Identify how to use an electronic mail application
- Identify the appropriate use of e-mail related “netiquette”

Using the Internet:

- Identify different types of information sources on the Internet
- Be able to use a Web browsing application
- Be able to search the Internet for information

The Impact of Computing and the Internet on Society:

- Identify how computers are used in different areas of work, school, and home
- Identify the risks of using computer hardware and software
- Identify how to use the Internet safely, legally, and responsibly

For a comprehensive outline of *Living Online*, download **Outline.doc** from:

http://www.ccilearning.com/LinkClick.aspx?fileticket=qm5_LALF_UU%3d&tabid=146&language=en-US

How do I prepare for the exam?

Play

Treat the comprehensive outlines like items on a treasure hunt. If you can't find something, search the web for answers by using key word searches, and when exploring applications use your F1 Help tools.

For those used to working with Microsoft Office 2003, Microsoft offers interactive guides that map Office 2003 onto 2007 that are particularly useful:

Word: <http://office.microsoft.com/en-us/word/HA100744321033.aspx?pid=CH100487431033>

PowerPoint: <http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx>

Excel: <http://office.microsoft.com/en-us/excel/HA101491511033.aspx?pid=CH100648241033>

Certiport practice tests

Certiport offers practice tests for a fee. These tests replicate the experience of taking the real tests. Keep in mind that vouchers purchased through WSU SLIS come with free retakes, granting you two opportunities to take each test, one of which may be used as a practice test.

To obtain Certiport Practice Tests contact Certiport:

- Certiport's phone #: 1-888-222-7890
- Practice Test FAQ
http://www.certiport.com/portal/common/documentlibrary/IC3PracticeTest_FAQ.pdf

Computer classes

Check the WSU Libraries your local library's schedules for computer classes.

- Here is the link to WSU Libraries' computer workshops:
<http://www.lib.wayne.edu/services/instruction/workshops/>

Courseware

Look for courseware on the Certiport site, Amazon.com, in WSU libraries or your local library. Make sure you select a Microsoft Office 2007/Windows Vista edition.

- Note: you may need more than one book to address the components of each of the three IC3 exams.

Examples of courseware

Certiport resources:

Glencoe-Computer Concepts in Action (rev. 2009)

Publisher: Glencoe / McGraw-Hill

Price: \$50.49 new

<http://www.glencoe.com/catalog/index.php/91?isbnversion=&c=1661&s=3230&p=4963&t=>

All in One Guide to Computer Literacy - Your IC³ Pathway Companion (Windows Vista and Office 2007 Edition)

Preparing for Certification

Available Now

Your Price: \$45.00

<http://www.indtraining.com/search/detail.asp?id=1696>

WSU Libraries resources:

How computers work [electronic resource] / Ron White ; illustrated by Timothy Edward Downs.

[White, Ron, 1944-](#)

Indianapolis, Ind. : Que Pub., c2008.

9th ed.

Safari Tech Books Online [database]

A library of books on information technology, digitized and made available by Safari Books Online (ProQuest - UMI) in conjunction with the original publishers.

<http://elibrary.wayne.edu/record=e1000501~S47>