

DIGITAL LITERACY

Online Training Content Library

Online Training Courses Packaged Specifically for Educators – InfoSource is committed to helping educators integrate technology in the classroom, while improving the computer and Internet skills of faculty and staff members tasked with this great responsibility. Therefore, the Digital Literacy Online Training Content Library, with specific courses for educators and over 675 hours of training, was created.

Internet & Computing Core Certification (IC³) – 2005 Standard Prescriptive Training & Testing

Computing Fundamentals

Main Topics Covered (47 Lessons)

- ▶ Understanding Computer Types & Parts
- ▶ Understanding How Computers Work
- ▶ Identifying Software Types
- ▶ Interacting with the Windows Desktop
- ▶ Managing Files & Folders
- ▶ Customizing Microsoft Windows

Living Online

Main Topics Covered (64 Lessons)

- ▶ Getting Familiar with Networks
- ▶ Identifying Risks Associated with Computer Use
- ▶ Examining the Internet
- ▶ Navigating the Web with Internet Explorer
- ▶ Finding Specific Information on the Web
- ▶ Saving Information from the Web
- ▶ Communicating through E-mail
- ▶ Working with E-mail Attachments
- ▶ Organizing your E-mail
- ▶ Exploring E-mail Options & “Netiquette”

IC³ Certification Exam Preparation

Practice Tests (Pre-tests & Post-tests)

- ▶ Computing Fundamentals
- ▶ Key Applications
- ▶ Living Online

Key Applications

Main Topics Covered (224 Lessons)

- ▶ Opening, Closing, & Navigating within Documents
- ▶ Understanding Common Elements
- ▶ Working with Documents & Text
- ▶ Exploring Sources of Help & Resolving Problems
- ▶ Formatting Text
- ▶ Formatting Paragraphs
- ▶ Using Automatic Formatting Tools
- ▶ Working with Tables
- ▶ Getting Ready to Print & Printing
- ▶ Inserting Pictures & Drawn Objects
- ▶ Getting Started with Excel
- ▶ Modifying Worksheet Data & Structure
- ▶ Manipulating Data Using Sorts & Formulas
- ▶ Using Advanced Formatting Features
- ▶ Adding Charts & Pictures
- ▶ Finalizing & Printing Worksheets
- ▶ Getting Started With PowerPoint & Creating Presentations
- ▶ Adding & Modifying Text & Slides
- ▶ Working with Templates & Masters
- ▶ Working with Tables & Charts
- ▶ Enhancing Slides with Graphics
- ▶ Adding & Reorganizing Slides & Text
- ▶ Preparing to Deliver a Presentation
- ▶ Previewing & Delivering Presentations

Microsoft Applications Level-Based, Prescriptive & Microsoft Office Specialist Training & Testing

Microsoft Office 2003

- ▶ Microsoft Office Access 2003 Levels 1-2-3
- ▶ Microsoft Office Excel 2003 Levels 1-2-3
- ▶ Microsoft Office Outlook 2003 Levels 1-2
- ▶ Microsoft Office PowerPoint 2003 Levels 1-2-3
- ▶ Microsoft Office Word 2003 Levels 1-2-3
- ▶ Microsoft Office FrontPage 2003 Level 1

Microsoft Office 2002 (XP)

- ▶ Microsoft Office XP New Features
- ▶ Microsoft Office Access 2002 Levels 1-2-3 & MOS
- ▶ Microsoft Office Excel 2002 Levels 1-2-3 & MOS
- ▶ Microsoft Office Outlook 2002 Levels 1-2 & MOS
- ▶ Microsoft Office PowerPoint 2002 Levels 1-2-3 & MOS
- ▶ Microsoft Office Word 2002 Levels 1-2-3 & MOS

Microsoft Office 2000

- ▶ Microsoft Office Access 2000 Levels 1-2-3
- ▶ Microsoft Office Excel 2000 Levels 1-2-3
- ▶ Microsoft Office Outlook 2000 Levels 1-2
- ▶ Microsoft Office PowerPoint 2000 Levels 1-2-3
- ▶ Microsoft Office Word 2000 Levels 1-2-3

Operating Systems & Internet Level-Based & Prescriptive Training & Testing

Windows Operating Systems

- ▶ Microsoft Windows 98 Level 1
- ▶ Microsoft Windows 2000 Level 1
- ▶ Microsoft Windows XP Level 1

Internet

- ▶ Utilizing The Internet
- ▶ Introduction To Internet Explorer 6

InfoSource has successfully helped school districts across the nation develop skills assessment training plans for their faculty and staff. With our online prescriptive training your district can perform a skills gap analysis to help you identify the skills your faculty and staff have—and the skills they need—to meet federal and state technology standards. Prescriptive training begins with a skills assessment, and then automatically provides tailored learning plans that prescribe only the training your faculty and staff need. Prescriptive learning paths for each individual help your school district target your training budget to areas of highest impact. **The right training can make all the difference!**



INFOSOURCE, INC.
INTEGRATING TECHNOLOGY IN THE CLASSROOM

To find out more about digital literacy and integrating technology in the classroom with tools, training, and techniques, call **1-800-393-4636** or visit **www.howtomaster.com**.