

IC3 Certification Library – List of Titles

Computing Fundamentals

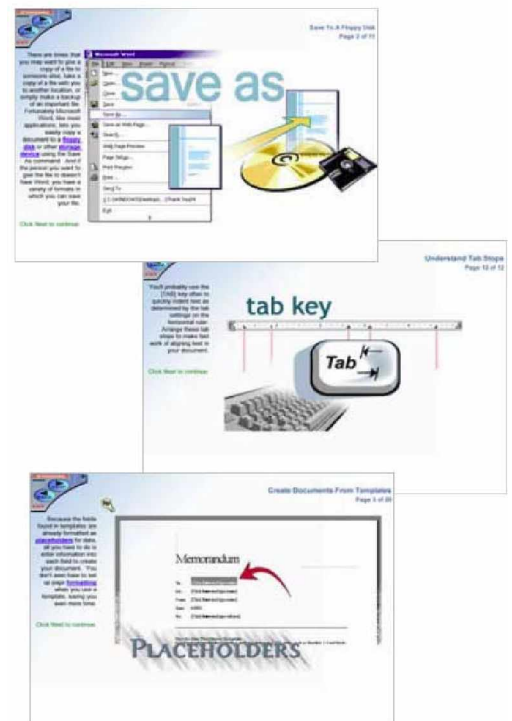
- Chapter 1 - Understanding Computer Types And Parts
- Chapter 2 - Understanding How Computers Work
- Chapter 3 - Identifying Software Types
- Chapter 4 - Interacting With The Windows Desktop
- Chapter 5 - Managing Files And Folders
- Chapter 6 - Customizing Microsoft Windows

Living Online

- Chapter 1 - Identifying Risks Associated With Computer Use
- Chapter 2 - Getting Familiar With Networks
- Chapter 3 - Examining The Internet
- Chapter 4 - Navigating The Web With Internet Explorer
- Chapter 5 - Saving Information From The Web
- Chapter 6 - Finding Specific Information On The Web
- Chapter 7 - Communicating Through E-mail
- Chapter 8 - Working With E-mail Attachments
- Chapter 9 - Organizing Your E-mail
- Chapter 10 - Exploring E-mail Options And "Netiquette"

Key Applications

- Chapter 1 - Understanding Common Elements
- Chapter 2 - Opening, Closing, And Navigating Within Documents
- Chapter 3 - Exploring Various Sources Of Help And Resolving Problems
- Chapter 4 - Working With Documents And Text
- Chapter 5 - Formatting Text
- Chapter 6 - Formatting Paragraphs
- Chapter 7 - Using Automatic Formatting Tools
- Chapter 8 - Improving Document Layout
- Chapter 9 - Working With Tables
- Chapter 10 - Inserting Pictures And Drawn Objects
- Chapter 11 - Getting Ready To Print And Printing
- Chapter 12 - Getting Started With Excel
- Chapter 13 - Modifying Worksheet Data And Structure
- Chapter 14 - Manipulating Data Using Sorts And Formulas
- Chapter 15 - Using Functions
- Chapter 16 - Formatting Worksheets
- Chapter 17 - Using Advanced Formatting Features
- Chapter 18 - Adding Charts And Pictures
- Chapter 19 - Finalizing And Printing Worksheets



Prove that your staff is a step ahead of technology with the RAA Web-Based "How To Master" IC3 Training Solution!

The RAA Web-Based **IC3 Training Solution** provides complete training for the three exams required for the Internet and Computing Core Certification: Computing Fundamentals, Living Online, and Key Applications.

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