IC³ GS5:
Key Applications
Project Workbook

IC³ GS5: Key Applications

First Edition

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Using this Workbook

Before starting any of the projects in this manual, please visit http://www.learnkey.com/admin/files/IC3_GS5_Key_Applications.zip and http://www.learnkey.com/admin/files/IC3_GS5_Key_Applications_project.zip and download the Course Title Project Files that accompany this manual (you may need to scroll to the bottom of the page for the link).

The exercises in this manual serve as a companion to LearnKey's training and are organized by session to match the presented concepts. Within each session, exercises are arranged from easiest to most challenging. In the Introduction section of each session, you will find outlines of the training and sample lesson plans which will give you an overview of the training content and help you to structure your lessons. The following sections are included for each session of training:

Skills Assessment: The skills assessment will help you and your students to gauge their understanding of course topics prior to beginning any coursework. Each skill listed is tied directly to an exam objective. Understanding where your students feel less confident will aid you in planning and getting the most from the training.

Objective Mapping and Shoot File Links: The objective mapping provides a quick reference as to where in the training a specific certification exam objective is covered. The Files column lists the name of the Course Support files (Excel spreadsheets, Photoshop files, etc.) that are used and demonstrated during the training. The files will typically have a starting file containing all data necessary to begin the demonstrated skill, as well as a completed file which shows the final result.

Keyboard Shortcuts and Tips: The keyboard shortcuts and tips provide a reference of product-specific keyboard shortcuts and helpful hints to make working more efficient.

Short Answer and Matching: The short answer questions facilitate a recall of the basic training concepts to further aid in retention of the course topics and information in preparation for the training's Pre-Assessments, Post Tests, and MasterExam. The matching exercise provides additional learning reinforcement of terms and concepts found throughout the training in the course's glossary.

Projects: The projects in this manual are organized by session to match the concepts presented in the LearnKey training. Each project is assigned a difficulty level of either beginner, intermediate, or advanced. Some projects will be noted as "beginner-intermediate" or other range. Within each session, projects are arranged from easiest to most challenging. Each project includes a description of the task as well as steps required for successful completion. Note that the steps may not indicate each required action but will provide the expectation of what is required, leaving the action to the student. References to the concepts demonstrated in the LearnKey training that are required for successful completion of the project are also included. Each project will also indicate the files and software used to complete the tasks. Some projects may only include a file named "ProjectTitle_End." Projects only including an end file typically begin with a new file which is indicated in the first step. The "ProjectTitle_End" file is included to illustrate a possible correct result. Other projects may include a file named "ProjectTitle_Start" or other files. Projects with a "ProjectTitle_Start" file begin with that file instead of a new file. "Start" files typically contain data required for the project pre-inserted to focus the project on concepts versus data entry.

Best Practices Using LearnKey's Online Training

LearnKey offers video-based training solutions which are flexible enough to accommodate the private student, as well as educational facilities and organizations.

Our course content is presented by top experts in their respective fields and provides clear and comprehensive information. The full line of LearnKey products have been extensively reviewed to meet superior standards of quality. The content in our courses has also been endorsed by organizations, such as Certiport, CompTIA®, Cisco, and Microsoft. However, it is the testimonials given by countless satisfied customers that truly set us apart as leaders in the information training world.

LearnKey experts are highly qualified professionals who offer years of job and project experience in their subjects. Each expert has been certified in the highest level available for their field of expertise. This provides the student with the knowledge necessary to also obtain top-level certifications in the field of their choice.

Our accomplished instructors have a rich understanding of the content they present. Effective teaching encompasses not only presenting the basic principles of a subject, but understanding and appreciating organization, real-world application, and links to other related disciplines. Each instructor represents the collective wisdom of their field and within our industry.

Our Instructional Technology

Each course is independently created, based on standard objectives provided by the manufacturer for which the course was developed.

We ensure that the subject matter is up-to-date and relevant. We examine the needs of each student and create training
that is both interesting and effective. LearnKey training provides auditory, visual, and kinesthetic learning materials to fit diverse learning styles. The following are three levels of implementation:

Standard Training Model

The standard training model allows students to proceed through basic training, building upon primary knowledge and concepts to more advanced application and implementation. In this method, students will use the following toolset:

Pre-assessment: The pre-assessment is used to determine the student's prior knowledge of the subject matter. It will also identify a student's strengths and weaknesses, allowing the student to focus on the specific subject matter he/she needs to improve most. Students should not necessarily expect a passing score on the pre-assessment as it is a test of prior knowledge.

Video training session: Each course of training is divided into sessions that are approximately two hours in length. Each session is divided into topics and subtopics.

Post test: The post test is used to determine the student's knowledge gained from interacting with the training. In taking the post test, students should not consult the training or any other materials. A passing score is 80 percent or higher. If the individual does not pass the post test the first time it is taken, LearnKey would recommend the incorporation of external resources, such as the workbook and additional customized instructional material.

Intermediate Training Model

The intermediate training model offers students additional training materials and activities which allows for better retention, review, and interaction. This model includes not only the standard model material, but also includes the following toolset:

Study guides: Study guides are a list of questions missed which can help students recognize areas of weakness and necessary focus. They can be accessed from either the pre-assessment or post test.

Labs: Labs are interactive activities that simulate situations presented in the training. Step-by-step instructions and live demonstrations are provided.

Workbooks: Workbooks have a variety of activities, such as glossary puzzles, short answer questions, practice exams, research topics, and group and individual projects, which allow the student to study and apply concepts presented in the training.

Master Training Model

The master training model offers the student an additional opportunity to prepare for certification by further examining his/her knowledge. This model includes the materials used in the standard and intermediate models, as well as the MasterExam.

MasterExam: The MasterExam draws from a large pool of questions to provide a unique testing experience each time it is taken. LearnKey recommends a student take and pass the exam, with a score of 80 percent or higher, four times in order to prepare for certification testing. Study guides can also be accessed for the MasterExam.

IC³ GS5: Key Applications

In LearnKey's IC3 GS5: Key Applications course, students will learn how to use basic program functions to successfully complete common computing tasks. They will also learn how to use word processing, presentation, and spreadsheet software to edit documents, organize data, create simple charts, and design a basic presentation. At the completion of this course students will be prepared to take the IC3 GS5 exam.

Benefits:

- The IC3 GS5 courses have been split into three courses that will match the three exams. This course only focuses on the Key Applications exam objectives.
- Throughout the course there are opportunities to practice and reinforce what you have learned through quizzes and simulations that do not require you to leave the training.
- A project workbook to help you cement the concepts you'll need to know and practice the skills you'll need to demonstrate when taking the exam.

Skills Assessment

Instructions: Rate your skills on the following tasks from 1-5 (1 being needs improvement, 5 being excellent).

Skills	1	2	3	4	5
Know copy, cut, and paste keyboard equivalents					
Understand the difference between plain text and HTML					
Know how to use spell check					
Know how to use reviewing features					
Know the find/replace feature					
Be able to select text or cells					
Be able to redo and undo					
Be able to drag and drop					
Know the read-only view					
Understand what a protected mode means					
Be able to use the zoom feature					
Perform basic formatting skills in a word processor					
Adjust margins, page sizes, and page orientation in a word processor					
Alter text and font styles in a word processor					
Create and save files in a word processor					
Know page layout concepts in a word processor					
Know how to print a word processing document					
Use and configure print views in a word processor					
Use reviewing options within a word processing document					
Be able to use tables in a word processor					
Understand which file types are compatible and/or editable with word processors					
Use word processing templates to increase productivity					
Understand common spreadsheet terms					
Be able to insert/delete rows and columns in a spreadsheet					
Be able to modify cell sizes in a spreadsheet					
Be able to filter and sort data in a spreadsheet					

Instructions: Rate your skills on the following tasks from 1-5 (1 being needs improvement, 5 being excellent).

| Skills	1	2	3	4	5
Understand functions, formulas, and operators in a spreadsheet					
Be able to enter data in a spreadsheet					
Use and create spreadsheet charts					
Create spreadsheet tables					
Manipulate data within a spreadsheet					
Format data within spreadsheets					
Understand compatible spreadsheet file types					
Be able to use spreadsheet templates to increase productivity					
Understand how a spreadsheet can be used as a simple database					
Understand what data is					
Understand how websites utilize databases					
Know basic concepts of a relational database					
Know what metadata is					
Understand file types compatible with presentation software					
Understand how to connect to external/extended monitors to					
Be able to use presentation views and modes					
Know how to add animations, effects, and slide transitions					
Know how to create and organize slides					
Know how to design slides					
Identify presentation software options					
Understand how to obtain apps					
Identify different app genres					
Understand strengths and limits of apps and applications					
Be able to import and insert images into documents					
Understand how to crop images					

Label Spreadsheet

Description:

Being able to have a working knowledge of a spreadsheet workspace is very important for you to work quickly and effectively. In this project, you will have the opportunity to label an Excel interface.

Steps for Completion:

1. Label each of the items shown below.
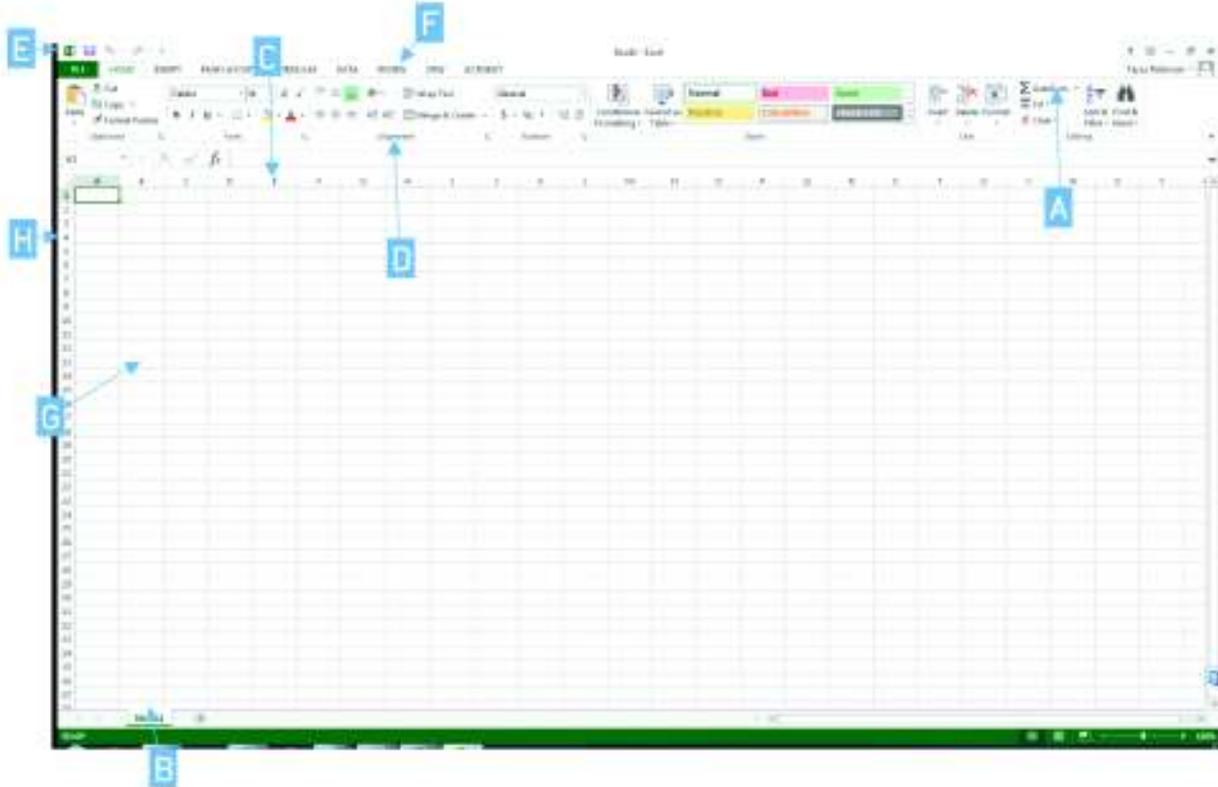
a. _____   b. _____   c. _____

d. _____   e. _____   f. _____

g. _____   h. _____

Reference:

LearnKey's IC3 GS5: Key Applications Training:
   Spreadsheets: Spreadsheet Terminology; Formula Basics

Project File: N/A

Difficulty: Beginner

Required Materials: N/A

Objectives:

2.0 Key Applications	2.3.a.ii Column	2.3.a.vii Navigation	2.3.e. iii Be able to create simple
2.3 Spreadsheets	2.3.a.iii Row	2.3.e Understand functions, formulas,	formulas
2.3.a Understand common	2.3.a.iv Range	and operators	
spreadsheet terms	2.3.a.v Worksheet	2.3.e.i Understand their purpose	
2.3.a.i Cell	2.3.a.vi Workbook	and how they are used	

Label Database

Description:
Being able to have a working knowledge of a database workspace is very important for you to work quickly and effectively. In this project, you will have the opportunity to label an Access interface.

Steps for Completion:
1. Label each of the items shown below.

a. _____   b. _____   c. _____

d. _____   e. _____   f. _____

Reference:
LearnKey's IC3 GS5: Key Applications Training:
  Databases: Understanding Databases; Fields; Tables; Forms

Project File: N/A

Difficulty: Intermediate

Required Materials: N/A

Objectives:

2.0 Key Applications
  2.4 Databases
    2.4.c Know basic concepts of a relational database
      2.4.c.i Field
      2.4.c.ii Table
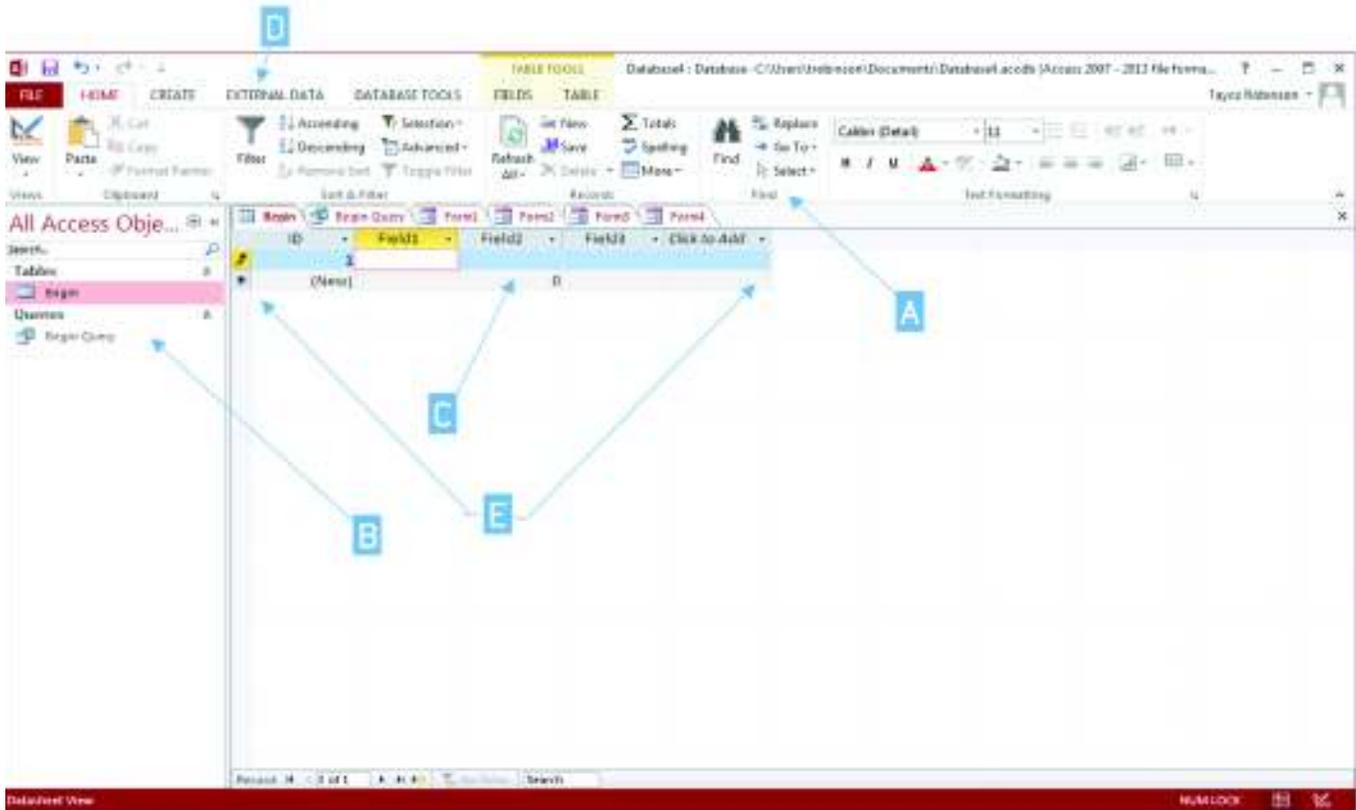
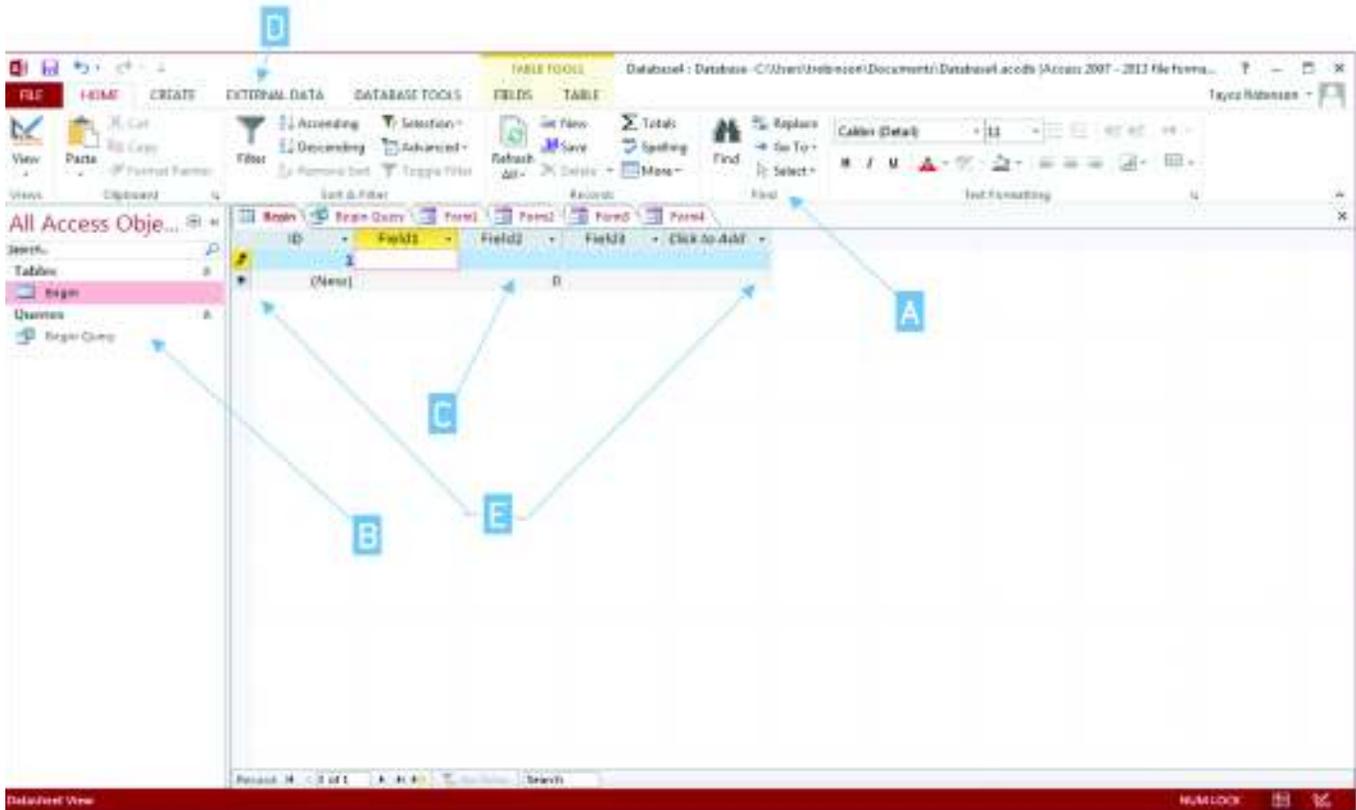2.4.c.iii Data
2.4.c.iv Query
2.4.c.v Form

Label Database

Description:
Being able to have a working knowledge of a database workspace is very important for you to work quickly and effectively. In this project, you will have the opportunity to label an Access interface.

Steps for Completion:
1. Label each of the items shown below.

a. [_____]

b. [_____]

c. [_____]

d. [_____]

e. [_____]

f. [_____]

Reference:
LearnKey's IC3 GS5: Key Applications Training:
Databases: Understanding Databases; Fields; Tables; Forms

Project File: N/A

Difficulty: Intermediate

Required Materials: N/A

Objectives:

2.0 Key Applications
  2.4 Databases
    2.4.c Know basic concepts of a relational database
      2.4.c.i Field
      2.4.c.ii Table

2.4.c.iii Data
2.4.c.iv Query
2.4.c.v Form

Presentation Basics

Description:

Presentation software such as Google Presentation, Microsoft PowerPoint, or LibreOffice Presentation can be used by you to create a presentation which allows you to present information to an audience in a variety of ways. In this project you will create a new presentation, apply a theme to the slides, create a cover page, create a bulleted list, and add more slides with information.

For this project you will take all your knowledge and create a new slideshow presentation by designing a presentation. You will need to choose a theme for your slides, and choose slides to include in the presentation. Insert information from another document, create a list, and add an audio file. Then, to include more fun in your slideshow, add transition effects to your slides when you change from slide to slide. Remember to always save your work.

Steps for Completion:

1. Create a new presentation.
2. Format slides by applying a theme.
3. Create cover page with title and image.
4. Add three more slides apply themes.
5. Insert information.
6. Insert an audio file.
7. Create a bulleted list.
8. Add effects so the slides fly in or out.
9. Save presentation.

Reference:

LearnKey's IC3 GS5: Key Applications Training:
Presentations: Slide Design and Templates; Add, Delete, and Move Slides; Add Media; Slideshow Options; Add Transitions and Effects

Project File: N/A

Difficulty: Intermediate

Required Materials: Microsoft PowerPoint, Google Presentation, LibreOffice Presentation

Objectives:
2.0 Key Applications
  2.5 Presentations
    2.5.c Be able to use presentation views and modes
    2.5.d Know how to add animations, effects, and slide transitions
    2.5.e Know how to create and organize slides
      2.5.e.i Slide management
      2.5.e.ii Insert and managing media files
    2.5.f Know how to design slides
    2.5.g Identify presentation software options
      2.5.g.i Presentations
      2..5.g.ii Add slides

IC³ GS5: Key Applications Course Map

Topic	Subtopic	Objectives	Files

Common Application Features	App Culture
	App Stores
	Cut, Copy, and Paste
	Plain Text vs. Markup
	Spell Check and Review Features
	Find and Replace
	Selecting Text or Cells
	Undo and Redo
	Drag and Drop
	Views and Modes
		2.1 Common Features
		  2.1.a Know copy, cut, and paste keyboard equivalents
		  2.1.b Understand the difference between plain text and HTML (text with markup)
		  2.1.c Know how to use spell check
		  2.1.d Know how to use reviewing features
		  2.1.e Know the find/replace feature
		  2.1.f Be able to select text or cells
		  2.1.g Be able to redo and undo
		  2.1.h Be able to drag and drop
		  2.1.i Know the read-only view
		  2.1.j Understand what a protected mode means
		  2.1.k Be able to use the zoom feature
		2.6 App Culture
		  2.6.a Understand how to obtain apps
		    2.6.a.i Web apps
		    2.6.a.ii App stores
		  2.6.b Identify different app genres
		    2.6.b.i Productivity
		    2.6.b.ii Reference
		    2.6.b.iii Content
		    2.6.b.iv Creation
		    2.6.b.v Social media
		    2.6.b.vi Music
		    2.6.b.vii Health
		  2.6.c Understand strengths and limits of apps and applications
		    2.6.c.i Applications may only run on certain devices
		    2.7 Graphic Modification
		  2.7.a Be able to import and insert images into documents
		  2.7.b Understand how to crop images
			P1: Downloading Apps
			P2: Word Processing Overview
			P3: Spell Check and Image Wrap
			P7: Font Style, Header, and PDF

Word Processing	Templates
	Orientation and Margins
	Rulers and Tabs
	Text Alignment
	Headers and Page Numbering
	Line Spacing
	Styles and Text Formatting
	Insert and Resize Image
	Insert Table
	Columns
	Spelling and Review Options
	Accepting Changes
	Advanced Change Options
	Save and Save As
	Print
		2.2 Word Processing
		  2.2.a Perform basic formatting skills
		  2.2.b Adjust margins, page sizes, and page orientation
		  2.2.c Alter text and font styles
		  2.2.d Create and save files
		  2.2.e Know page layout concepts
		    2.2.e.i Page numbering
		    2.2.e.ii Columns
		    2.2.e.iii Margin
		    2.2.e.iv Alignment, text in paragraphs and tables
		    2.2.e.v Tabs and rulers
		    2.2.e.vi Orientation
		    2.2.e.vii Spacing
		  2.2.f Know how to print a word processing document
		  2.2.g Use and configure print views
		  2.2.h Use reviewing options within a word processing document
		    2.2.h.i Turn on and off change tracking features
		    2.2.h.ii Accept or reject proposed changes
		  2.2.i Be able to use tables
		  2.2.j Understand which file types are compatible and/or editable with word processors
		    2.2.j.i Example include Pdf, Pub, Doc, Docx, Txt, etc.
		  2.2.k Use word processing templates to increase productivity
			P2: Word Processing Overview
			P3: Spell Check and Image Wrap
			P4: Font Styles
			P5: Label Word Processing
			P6: Modify Page Style and Layout
			P7: Font Style, Header, and PDF