Information Management

IC3 Digital Literacy Certification, Global Standard 6 (GS6)

3 objectives · Certiport IC3 Digital Literacy GS6

Good searching starts before you type: you decide what you need, choose words that describe it, then judge the results and record where useful information came from. This guide covers each of those steps.

Every objective and its key skills

3.1 Use and refine criteria for online searches

Start by stating the task in one sentence, then list the questions you must answer.

A relevant result answers your actual question; an irrelevant one only shares a word with it.

3.2 Understand methods for searching within digital content

Find (Ctrl+F on Windows, Command+F on macOS) searches for a word or phrase inside the open document.

Press Ctrl+F or Command+F, or choose Find in the browser menu, to search the words on the current page.

3.3 Understand copyright and licensing restrictions for digital content

Public domain content is not protected by copyright, so anyone may use, copy and change it without permission.

Creative Commons (CC) licences let creators keep copyright while allowing others to reuse their work on stated conditions.

Common pitfalls

- Assuming the first result is the best or most accurate one.
- Using a search engine when the answer is already on the open page; Find is quicker.
- Thinking anything online without a copyright notice is public domain; most content is protected automatically.

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