Content Creation

IC3 Digital Literacy Certification, Global Standard 6 (GS6)

4 objectives · Certiport IC3 Digital Literacy GS6

Documents and presentations are the most common things people create on a computer. This guide covers the basic steps for building a clear document in a word processor and a simple presentation in slide software.

Every objective and its key skills

4.1 Create basic documents and presentations

Word processors include Microsoft Word, Google Docs, Apple Pages and LibreOffice Writer.

Presentation apps include Microsoft PowerPoint, Google Slides, Apple Keynote and LibreOffice Impress.

4.2 Understand accepted referencing and attribution practices

Referencing (citing) means identifying the sources you used, in the text and in a list at the end.

It gives credit to the creators whose work you used.

4.3 Save and back up work

Save often while working (Ctrl+S or Command+S); many cloud apps save automatically.

Use a logical folder structure, for example by project, then year, then type.

4.4 Understand fundamental printing concepts

Portrait orientation is taller than it is wide; it suits letters, reports and most documents.

Double-sided (duplex) printing prints on both sides of each sheet, saving paper.

Common pitfalls

- Confusing transitions (between slides) with animations (on objects within a slide).
- Thinking paraphrasing removes the need to cite; ideas still need credit.
- Thinking a file saved on the same drive is a backup; if the drive fails, both copies go.
- Mixing up portrait (tall) and landscape (wide).

ExamDragon, examdragon.com/ic3. Independent exam preparation, not affiliated with or endorsed by Certiport or Pearson VUE; written in our own words from Certiport's IC3 Digital Literacy GS6 objectives.