Technology Basics

IC3 Digital Literacy Certification, Global Standard 6 (GS6)

6 objectives · Certiport IC3 Digital Literacy GS6

Customizing a digital environment means changing settings so a device and a browser fit the way you work, see and hear. Good settings save time, reduce strain and keep your data safer.

Every objective and its key skills

1.1 Customize digital environments

Most operating systems group options in one place: Settings on Windows, System Settings on macOS, and Settings on phones.

Set the home page or start page and the default search engine in the browser's settings menu.

1.2 Use a personal digital calendar

An appointment (event) has a title, date, start and end time, and often a location or meeting link.

Sharing lets others view your calendar or, if you allow it, edit it.

1.3 Define higher-level technology concepts

Automation uses rules, scripts or software to perform repeated tasks without a person doing each step.

Cloud computing means using computing resources such as storage, software and processing that run on a provider's servers and are reached over the internet.

1.4 Identify and explain common hardware adjustments

Adjust volume with the keyboard's media keys, the taskbar or menu bar sound icon, or the device's side buttons.

Brightness sets how much light the screen gives out; contrast sets the difference between the lightest and darkest parts of the image.

1.5 Explain core printer concepts

A laser printer uses toner powder that is fused onto paper with heat; an inkjet sprays tiny drops of liquid ink.

Printers connect by USB cable, Wi-Fi, Ethernet or Bluetooth.

1.6 Identify digital devices and connections

A processing device takes input, works on it and produces output; the CPU is the main processor in most devices.

USB is the most common data and power connector; USB-C is small, reversible and carries data, power and often video.

Common pitfalls

- Clearing cookies signs you out of most sites; clearing the cache does not delete saved bookmarks.
- A task is not the same as an event: tasks usually have a due date, not a time block.
- Autocorrect changes text automatically; autocomplete only suggests and waits for you to accept.
- No sound is often the wrong output device, not a broken speaker.
- Toner is for laser printers; ink cartridges are for inkjets.
- RAM and storage are different: RAM is temporary, storage is long-term.

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