Information Management

IC3 Digital Literacy Certification, Global Standard 6 (GS6)

3 objectives · Certiport IC3 Digital Literacy GS6

Finding good information starts with knowing what you need and choosing the right words to search for. Search filters and operators then narrow millions of results to the few that matter.

Every objective and its key skills

3.1 Determine digital information needs and requirements

Pick the key ideas of your question and use them as search terms, leaving out filler words.

Most search engines offer tabs or filters for images, videos, news, shopping and maps.

3.2 Determine the veracity of an individual search result or digital artifact

Accuracy means the facts are correct and can be checked.

Perspective is the point of view from which something is written, such as a customer, a company or a scientist.

3.3 Manage online data collection, storage, and retrieval

Online forms and surveys collect answers using text boxes, multiple choice, checkboxes, drop-down lists and rating scales.

Central storage keeps data in one shared place, such as a database, a file server or a cloud drive, so everyone works from the same copy.

Common pitfalls

- Asking a full question works on some engines but precise keywords are usually faster and clearer.
- A padlock or HTTPS means a secure connection, not trustworthy content.
- Autofill can enter old or wrong details; check every field it fills.

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