Content Creation

IC3 Digital Literacy Certification, Global Standard 6 (GS6)

4 objectives · Certiport IC3 Digital Literacy GS6

Creating digital content means producing documents, presentations, workbooks, images and video that are clear and well organised. Efficient keyboarding, tracked changes and shortcuts make the work faster and easier to review.

Every objective and its key skills

4.1 Create and edit digital content

Use built-in heading styles (Heading 1, Heading 2) instead of only making text bold or larger; styles give structure and allow an automatic table of contents.

Keep one main idea per slide with short points rather than full paragraphs.

4.2 Manage digital information and files

Create a logical folder structure, such as by subject, project or year, and keep it shallow enough to navigate.

Compression makes files smaller for faster sending and less storage use.

4.3 Responsibly repurpose digital resources

Copyright protects original works such as text, images, music, video and software, usually from the moment they are created.

A design theme applies a matching set of colours, fonts and effects to a whole document, presentation or workbook.

4.4 Publish or present content for a specific audience

Identify the audience: their age, background knowledge, language and why they need the information.

PDF keeps the layout the same on any device and is good for final documents that should not be edited.

Common pitfalls

- Cropping removes part of the image; resizing changes its dimensions without removing content.
- Zipping a JPEG or MP4 saves little space because they are already compressed.
- Giving credit does not replace permission when a work is not licensed for reuse.
- Sending an editable file when only reading is needed invites accidental changes.

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