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IC³ Introduction

The Internet and Computing Core Certification (IC³) examinations are the world’s first validated standards-based certification examinations for basic computing and Internet skills. Passing the IC³ examinations ensures that your student has obtained the knowledge necessary to perform basic computer and Internet functions and the skills needed to use computer hardware, software, networks, and the Internet. IC³ is the gateway to advancement in education, in the workplace, and in other certification programs.

What is IC³?

IC³ offers students the opportunity to demonstrate computer and Internet literacy through a series of exams that assesses a variety of skills. It is an excellent starting point for learning the basics of computer and Internet functionality. The IC³ examination is primarily focused on junior high and high school students, but its scope is not limited to just students. Other candidates may include Job Corps participants, employees of a workplace that uses information technology on a daily basis, and anyone else who wishes to gain a broader understanding of computers and the Internet. Besides demonstrating a basic knowledge of computing programs and the Internet, IC³ certification provides a resume-building standard certification as proof of computer literacy, builds a solid foundation for further advancement in the technology sector, and gives individuals the confidence needed to be a successful part of today’s digital world.

What Makes IC³ Unique?

The IC³ examinations were developed through an international effort, involving more than 270 subject-related experts in 19 countries. The exams combine standards from various disciplines, including computer industry associations, training providers, workforce services, and corporations. Standards remain up to date through annual reviews by industry experts.

IC³ has earned a credit recommendation from the American Council on Education (ACE) for college credit in general education or computing literacy. With this certification, students can seek credit from the more than 1,800 accredited colleges and universities that are members of ACE.

Studying for the IC³ exams provides individuals with the knowledge needed to obtain additional computer-related certifications, increasing potential for career advancement. IC³ forms the basis on which students may move into other paths of study for IT certifications.

For additional information on the IC³ exams and their objectives, visit www.certiport.com.
Course Introduction

Welcome to LearnKey’s IC³ training. In this training, students will become familiar with many of the topics covered in the IC³ exams. The outline of each session of training is included to give you an overview of the training content as well as to help you structure your lesson plans. Also included are four-, five-, six-, seven-, and eight-week sample study plans. In the sample study plans,

LearnKey training segments are **underlined**, activities are *italicized*, and training Pre-Test and Post-Tests are **bolded**.

While each session of the training does not correspond to a specific IC³ examination, the content provided in the course as a whole will prepare your students to pass the exams. The content, delivered by an industry professional, is the most up-to-date, comprehensive content available. You will find this presentation to be thorough and engaging.

The exercises in this workbook are intended to supplement your students’ learning. These exercises have been constructed with all IC³ objectives in mind and will greatly aid your students in their certification preparation and content retention. The exercises in this workbook include the following:

- *Listening Fill in the Blank* – The student completes this comprehensive exercise while watching the session training. Each exercise flows with the session and can be used as a study guide for the training Pre-Tests and Post-Tests and for the certification exams.
- *Glossary Crossword* and *Glossary Word Search* – These puzzles, taken directly from the training’s glossary, are intended to help your students become more familiar with the terms found in each session.
- *Session Quizzes* – These additional quizzes will help you gauge your students’ progress. They also provide your students additional preparation for the training Pre-Tests and Post-Tests and for the certification exams.
- *Short Essays* – The short essays test your students’ practical knowledge of the material. The essays require your students to apply their knowledge to real-life situations.
- *Research Topic* – These exercises are intended to help your students further study topics that are relevant to the information learned in the session.

These workbook exercises, used in conjunction with the LearnKey training, will give your students the best learning experience possible and will ensure that they are well prepared to pass the IC³ examinations.
Session 1 Outline

Computing Today
- Introduction
- Types of Computers
- Macintosh vs. IBM
- Input/Processing
- Processing Cycle
- Storage/Output

Basic Networking
- Fundamentals
- Risks
- Benefits
- Usage
- Network Navigation

Microsoft Windows
- Desktop
- Mouse
- Window Elements
- Start Button/Menus
- System Properties
- Folders/Icons
- Shortcuts
- Shutdown/Restart

PC Components
- Computer System
- Motherboard
- Ports and I/O Devices
- Memory
- CPU
- Storage System

Performance Factors
- CPU and RAM
- Storage and VRAM
- Component Problems
- Purchasing Decisions
- Software/Warranties
- Computer Maintenance

Work Environment
- Control Panel
- Date/Time
- Display Settings
- Add Programs
- Verify Installation

Computer Software
- Software Type
- How Software Works
- Operating Systems
- Windows OS
- Application Software
- Graphics Programs
- Utility Programs
- Software Selection

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Session 2 Outline

Working with Files and Folders
- Windows Explorer
- Folder/File Structure
- View Options
- Manipulating Files
- Copy/Rename
- Manipulating Folders
- Search for File
- Save File/Backup

E-mail
- Outlook Express
- View/Open E-mail
- Reply/CC
- Attachments
- Create E-mail
- Organize
- Unsolicited Mail
- Access Methods

World Wide Web
- Access the Internet
- Internet Explorer
- Addresses
- Domains
- Favorites
- Home Page
- Links
- View Offline

Networks and the Internet
- How Data is Moved
- Network Components
- WANs/LANs/Firewalls
- Connections
- Transmitting Data
- Risks
- Benefits
- Network Access

Working with the Internet
- Information Services
- Consumer Services
- Search Engines
- Refine Searches
- Save Elements
- Boolean Searches
- Search Arguments
- Web Site Content
Session 3 Outline

**Software Applications**
- Overview
- Work Practices
- Launch MS Word
- Create Word Document
- Navigation/Views
- Insertion
- Copy/Paste
- Help

**Working in Excel**
- Excel Worksheets
- Create New Workbook
- Adjust Column/Row
- Fill Cells
- Adjust Worksheet
- Customize Worksheet

**Manipulate Data**
- Overview
- Enter Formulas
- Absolute vs. Relative
- AutoSum
- Sorting
- Insert Worksheet
- Formatting
- Create Styles

**Charts and Printing**
- Using Data
- Create a Chart
- Modifying Charts
- Saving
- Print Setup
- Page Breaks
- Print Area

**Making Presentations**
- Design Principles
- Add Slides
- Add Pictures
- Add Table
- Apply Design Elements
- Finalize Presentation

**Working in Word**
- Multiple Documents
- Select/Copy/Paste
- Apply Line Spacing
- Apply Font Formats
- Apply Text Effects
- Bulleted List
- Page Breaks
- Page Number

**Formatting Tools**
- Add Graphs
- Using Styles
- Add Borders/Shading
- AutoText
- Tab
- Modify Tab
- AutoFormat
- Indents

**Tables and Printing**
- Create Table
- Add Data
- Modify Table
- Manipulate Tables
- Add Object
- Finalize Document
- Printing

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### Sample Lesson Plans

#### 4 Week Plan

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<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 Pre-Test</td>
<td>Computing Today*</td>
<td>PC Components*</td>
<td>Computer Software*</td>
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<td>Read Information Technology Devices*</td>
</tr>
<tr>
<td>Computing in Space Exercise</td>
<td>Performance Factors*</td>
<td>Basic Networking*</td>
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<td>IT Devices Group Presentation</td>
<td>MAC vs. PC Group Activity</td>
</tr>
<tr>
<td>Ses 1 Glossary Crossword and Word Search</td>
<td>Read “RAM”</td>
<td>Read “RAM Short Answer”</td>
<td>Read “Computer Specifications”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>Read “Network Fundamentals”</td>
<td>Session Review</td>
<td>Session 2 Pre-Test</td>
<td>World Wide Web*</td>
<td>Working with Word*</td>
</tr>
<tr>
<td>Network Fundamentals Short Answer and Matching</td>
<td>Online Labs Session 1 Quiz</td>
<td>Working with File and Folders*</td>
<td>Session 2 Post-Test</td>
<td>Working with the Internet*</td>
<td>Word Exercise</td>
</tr>
<tr>
<td>Ses 1 Short Essay</td>
<td>Session 1 Post-Test</td>
<td>Read “Netiquette”</td>
<td>Online Labs Session 2 Quiz</td>
<td>Search Engine Tutorial</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>E-mail*</td>
<td>Ses 2 Short Essay</td>
<td>Session 3 Pre-Test</td>
<td>Working in Word*</td>
<td>Working in Excel*</td>
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<tr>
<td>Networks and the Internet*</td>
<td>Session Review</td>
<td>Software Applications*</td>
<td>Session 3 Post-Test</td>
<td>Word Exercise</td>
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<tr>
<td>Ses 2 Glossary Crossword and Word Search</td>
<td>Online Labs Session 2 Quiz</td>
<td>Read “Software”</td>
<td>Session 3 Quiz</td>
<td>Office 2000 vs. XP Group Activity</td>
<td></td>
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<tr>
<td>Computer Viruses Group Activity</td>
<td>Session 2 Post-Test</td>
<td>Ses 3 Glossary Crossword and Word Search</td>
<td>Session 3 Short Essay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>Formatting Tools*</td>
<td>Manipulate Data*</td>
<td>Charts and Printing*</td>
<td>Session Review</td>
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</tr>
<tr>
<td>Tables and Printing*</td>
<td>Read “Microsoft Excel”</td>
<td>Read “Troubleshooting Techniques”</td>
<td>Online Labs Session 3 Quiz</td>
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<tr>
<td>Read “Ergonomics”</td>
<td>Excel Exercise</td>
<td>Office 2000 vs. XP Group Activity</td>
<td>Session 3 Quiz</td>
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</table>

*Complete the corresponding section of the Listening Fill in the Blank exercise.

LearnKey training segments are **underlined**. Activities are *italicized*. Tests are **bolded**.
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<td>Computing Today*</td>
<td>Computing Today*</td>
<td>Performance Factors*</td>
<td>Online Labs</td>
<td>Read/RAM</td>
<td>Microsoft Windows*</td>
</tr>
<tr>
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<td></td>
<td>Session 1 Quiz</td>
<td>RAM Short Answer</td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>Read “Computer Specifications”</td>
<td>Computers in Space Exercise</td>
<td>Work Environment*</td>
<td>Read “Information Technology Devices”</td>
<td>Read “Network Fundamentals”</td>
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<td></td>
<td>IT Devices Group Presentation</td>
<td>Network Fundamentals Short Answer and Matching</td>
</tr>
<tr>
<td>Week 3</td>
<td>MAC vs. PC Group Activity</td>
<td>Ses 1 Short Essay</td>
<td>Session Review</td>
<td>Session 1 Post-Test</td>
<td>Session 2 Pre-Test</td>
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<td>Online Labs</td>
<td>Session 1 Quiz</td>
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</tr>
<tr>
<td>Week 4</td>
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<td>Search Engine Tutorial</td>
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<td>Read “Netiquette”</td>
</tr>
<tr>
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<td>E-mail*</td>
<td>Networks and the Internet*</td>
<td>Ses 2 Glossary Crossword and Word Search</td>
<td>Ses 2 Short Essay</td>
</tr>
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<td>Week 6</td>
<td>Session Review Online Labs</td>
<td>Session 2 Post-Test</td>
<td>Session 3 Pre-Test</td>
<td>Software Applications*</td>
<td>Ses 3 Glossary Crossword and Word Search</td>
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<td>Session 2 Quiz</td>
<td></td>
<td></td>
<td>Read “Software”</td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>Working in Word*</td>
<td>Formatting Tools*</td>
<td>Tables and Printing*</td>
<td>Working in Excel*</td>
<td>Office 2000 vs. XP Group Activity</td>
</tr>
<tr>
<td></td>
<td>Word Exercise</td>
<td></td>
<td></td>
<td>Read “Ergonomics”</td>
<td></td>
</tr>
<tr>
<td>Week 8</td>
<td>Manipulate Data*</td>
<td>Charts and Printing*</td>
<td>Ses 3 Short Essay</td>
<td>Session Review</td>
<td>Session 3 Post-Test</td>
</tr>
<tr>
<td></td>
<td>Read “Troubleshooting Techniques”</td>
<td></td>
<td>Online Labs</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Session 1 Quiz</td>
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</tr>
</tbody>
</table>

*Complete the corresponding section of the Listening Fill in the Blank exercise.

LearnKey training segments are underlined. Activities are italicized. Tests are bolded.
Listening Fill in the Blank

Instructions: While watching Session 1, fill in the missing words according to the information presented by the instructor. [References where answers are found are in brackets.]

Computing Today

1. Computers are categorized by **tasks**, **size**, **cost**, and **capability**. [Introduction]
2. Mainframe computers are used to process **large** amounts of data. [Introduction]
3. Another word for “microcomputer” is **personal computer**. These computers are best suited to meet the needs of **individuals**. [Types of Computers]
4. The original design of personal computers was based on the **IBM PC**. [Macintosh vs. IBM]
5. The PC platform is sometimes called the **Windows platform**. [Macintosh vs. IBM]
6. Macintosh computers are manufactured by **Apple**. [Macintosh vs. IBM]
7. Macintosh computers use **Mac OS** as its operating system. [Macintosh vs. IBM]
8. The information put into the computer system is called **input**. [Input & Processing]
9. Symbols that represent facts, objects, and ideas are referred to as **data**. [Input & Processing]
10. The instructions that tell a computer how to carry out or perform certain tasks are referred to as **computing programs**. [Input & Processing]
11. Most of the processing in a computer takes place in the computer’s **CPU**, which is sometimes referred to as the **brain** of the computer. [Input & Processing]
12. The **CPU** of the computer fetches instructions from the computer’s memory. It then decodes instructions and sends the decoded instructions to the computer’s **ALU**, which then returns the instructions to memory to be stored. This cycle is referred to as the **processing** cycle. [Processing Cycle]
13. The area of the computer that temporarily holds data waiting to be processed, stored, or output is **memory**. [Storage & Output]
14. **Storage** is the area of the computer that holds data on a permanent basis when it is not needed immediately for processing. [Storage & Output]
Instructions: While watching Session 1, fill in the missing words according to the information presented by the instructor.

Computing Today

1. Computers are categorized by _______________, _______________, _______________, and _______________.

2. Mainframe computers are used to process _______________ amounts of data.

3. Another word for “microcomputer” is _______________. These computers are best suited to meet the needs of _______________.

4. The original design of personal computers was based on the _______________.

5. The PC platform is sometimes called the _______________.

6. Macintosh computers are manufactured by _______________.

7. Macintosh computers use _______________ as its operating system.

8. The information put into the computer system is called _______________.

9. Symbols that represent facts, objects, and ideas are referred to as _______________.

10. The instructions that tell a computer how to carry out or perform certain tasks are referred to as _______________.

11. Most of the processing in a computer takes place in the computer’s _______________, which is sometimes referred to as the _______________ of the computer.

12. The _______________ of the computer fetches instructions from the computer’s memory. It then decodes instructions and sends the decoded instructions to the computer’s _______________, which then returns the instructions to memory to be stored. This cycle is referred to as the _______________ cycle.

13. The area of the computer that temporarily holds data waiting to be processed, stored, or output is _______________.

14. _______________ is the area of the computer that holds data on a permanent basis when it is not needed immediately for processing.
Glossary Crossword

Instructions: Use the glossary terms below to complete the crossword puzzle.

ACROSS

1. This functions as the brains of the computer and executes given sets of instructions.
2. The area of the computer that temporarily holds data waiting to be processed, stored, or output.
3. This allows a computer user to select and activate graphical objects on the screen by pointing at and clicking on them with the mouse.
4. This is categorized in two ways: application and system.
5. A popular series of personal computers developed by Apple Computers.
6. Any results of processing, whether sent to the monitor or the printer.
7. A space in a computer designed to hold additional components of a computer that will improve its overall performance and functionality.
8. All of the physical aspects of the computer, including devices such as the hard drive and floppy drive.
9. This provides a set of tools for creating 3-D objects. Wire frame objects are created and covered with surface textures and colors.
10. The first company responsible for the development of the personal computer.
11. The main integrated circuit board in which the CPU, memory, hard disk controllers, and other devices are plugged.
12. This reads information from a digitally and optically formatted disk.

DOWN

1. ALU
2. graphics software
3. Macintosh
4. software
5. application software
6. GUI
7. memory
8. toolbar
9. button
10. hard disk
11. motherboard
12. utility software
13. cache
14. operating system
15. VRAM
16. CD-ROM drive
17. IBM
18. output
19. Windows platform
20. CPU
21. icon
22. peripheral device
23. expansion slot
24. iMac
25. port
26. floppy drive
27. input
28. processor speed
Glossary Crossword

Instructions: Use the glossary terms below to complete the crossword puzzle.

<table>
<thead>
<tr>
<th>Across</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. This functions as the brains of the computer and executes given sets of instructions.</td>
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<td>5. The area of the computer that temporarily holds data waiting to be processed, stored, or output.</td>
</tr>
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<td>6. This allows a computer user to select and activate graphical objects on the screen by pointing at and clicking on them with the mouse.</td>
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<td>20. This provides a set of tools for creating 3-D objects. Wire frame objects are created and covered with surface textures and colors.</td>
</tr>
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<td>24. The first company responsible for the development of the personal computer.</td>
</tr>
<tr>
<td>25. The main circuit board in which the CPU, memory, hard disk controllers, and other devices are plugged.</td>
</tr>
<tr>
<td>26. This reads information from a digitally and optically formatted disk.</td>
</tr>
</tbody>
</table>
IT Devices Group Presentation

Instructions: Divide class members into even groups. The instructor should assign each group one IT device to research. Each group should choose the most important information about its IT device to teach the rest of the class. Groups may consider creating a short handout or quiz of the information they present.

Suggested IT Devices:

- CD/DVD burners
- Digital camcorders
- Digital cameras
- Flat panel TVs
- GPS navigation systems
- Laptop computers
- MP3 players
- Personal digital assistants (PDAs)
- Printers (dot matrix, inkjet, laser)
- Satellite radio receivers
- Scanners
- Two-way radios
- Wireless routers
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- Personal digital assistants (PDAs)
- Printers (dot matrix, inkjet, laser)
- Satellite radio receivers
- Scanners
- Two-way radios
- Wireless routers
Session 1 Quiz

Instructions: Circle the letter of the option that BEST answers the question. [References where answers are found are in brackets.]

1. When purchasing a computer, what is one of the main factors to consider?
   A. Physical appearance
   B. CPU speed [Computing Today/Introduction]
   C. Printing ability

2. What is one of the main benefits of mainframe computers?
   A. Capable of simultaneous data processing [Computing Today/Introduction]
   B. Large and take up a lot of space
   C. Portable

3. Desktop and laptop computers fit into what category of computer?
   A. Minicomputers
   B. Mainframes
   C. Microcomputers [Computing Today/Introduction]

4. Three components of a computer are used during the processing cycle. What are they?
   A. Hard drive, memory, control unit
   B. Control unit, memory, ALU [Computing Today/Processing Cycle]
   C. Control unit, hard drive, ALU

5. Which of the following is an example of an input device?
   A. Printer
   B. Monitor
   C. Keyboard [Computing Today/Storage & Output]

6. Which of the following is an example of an output device?
   A. Monitor [Computing Today/Storage & Output]
   B. Joystick
   C. Mouse

7. All the components of a computer connect in some way to which of the following piece of computer hardware?
   A. Motherboard [PC Components/Computer System]
   B. Memory
   C. Hard disk

8. Which of the following components is hard-wired into the computer’s circuitry and is used to load the basic components necessary to start up the system?
   A. RAM
   B. ROM BIOS [PC Components/Memory]
   C. ROM
Session 1 Quiz

Instructions: Circle the letter of the option that BEST answers the question.

1. When purchasing a computer, what is one of the main factors to consider?
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8. Which of the following components is hard-wired into the computer’s circuitry and is used to load the basic components necessary to start up the system?
   A. RAM
   B. ROM BIOS
   C. ROM
Short Essay

NOTE: Answers will vary. Possible responses may include the following:

1. Describe the processing cycle of a computer.
   The CPU of the computer fetches instructions from the computer’s memory. The CPU then decodes the instructions and sends them to the computer’s ALU, which performs arithmetic and logic functions. The ALU returns the instructions to the memory to be stored.

2. List some of the items a computer user that is connected to a network may want to share with another user.
   Peripheral devices such as printers, scanners, and storage devices, files, computer programs, or other various forms of electronic data

3. You are assigned to compose a short story for an English class. Which software would be best suited for your needs and why?
   Word processing software such as Microsoft Word would best be suited to your needs. Word processing software is application software designed to perform a certain task, which in this case is the creation of documents and the ability to format documents (formatting text, inserting graphics, etc.).

4. Why is the CPU of the computer sometimes called the “brain” of the computer?
   The CPU is called the “brain” of the computer because it controls all processing functions. Without the CPU, the computer simply would not perform.

5. Why would someone choose to purchase a laptop computer rather than a desktop?
   The main reason someone would choose a laptop over a desktop is portability. The user may need to travel or constantly move the computer system from place to place. Another consideration may be that the user does not have the desk space for a desktop computer and wishes to have something smaller and more compact.
Short Essay

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3. You are assigned to compose a short story for an English class. Which software would be best suited for your needs and why?
Research Topic

Instructions: Research the topic below using the Internet and then write a few paragraphs reporting your findings. Be sure to research thoroughly. This page may be used to take notes.

Web Browsers
Using the Internet and Web browsers as your guide, discuss the similarities and differences between Internet Explorer and Netscape Navigator. What features make them unique? What are some features that you find to be of particular importance? What would lead someone to choose one over another? In other words, is one browser better suited for the home user or for the business user? Explain thoroughly using examples for support.

NOTE: Responses will vary.
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