



Certification training

IC3 Digital Literacy

IC3

IC3 Digital Literacy Certification · Global Standard 6

Training for the IC3 exams: using a device and operating system, managing files, working in productivity apps, communicating and collaborating online, and handling data safely.

Delivered by Vertex Business, a professional certification training provider.



3 levels
each with its own
certificate



Everyday tasks
on device and online



Digital safety
and privacy



Plan with us
before you enrol

Program details and enrolment

vertexbusiness.xyz/programs/ic3?lang=en

A structured digital foundation for daily computer users.



About the training

Many people use a computer daily without knowing why a file went missing, how to share a document safely, or when a message is a scam. The training puts these skills in a clear sequence and applies each one to a work or study task.

The exam at a glance

3 levels a separate exam for each	50 minutes per level exam	45–50 questions in each level exam
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Per Certiport's IC3 GS6, exam-length and certification-expiration pages, accessed 15 October 2026. Check the passing score and domain names with the issuer.

What the training focuses on



Understanding the concept

Local versus cloud storage, and why software updates matter.



Doing the task

Taking the right step in the device or app without guessing.

DIGITAL TASKS

How to work through a digital task

01

Identify the goal

A file, a setting, a message or a share?

02

Pick the tool

Which app or menu does the job directly?

03

Check the result

Is the file where it belongs, and did the share reach the right people?

For those starting with technology, or proving their skills.



This suits you if you:

- ✓ **Are a student or new graduate**
And want a credential for core digital skills.
- ✓ **Work in an office role**
And want to handle daily computer tasks with confidence.
- ✓ **Are returning to work**
And need to catch up with current tools.
- ✓ **Plan application credentials later**
And want a base before credentials such as MOS.



Roles that use these skills

Illustrative roles that rely on these skills daily; hiring requirements vary by employer.

- ✓ **Data entry clerk**
Keeps records and files organized and up to date.
- ✓ **Administrative assistant**
Prepares correspondence and manages calendars and shared files.
- ✓ **Customer service agent**
Works across systems and replies by email and chat.
- ✓ **Office coordinator**
Looks after devices and accounts and helps colleagues.

ELIGIBILITY AND EXAM

Before you book the exam

One exam per level

Sit one level, or all three in sequence.

Certification details on Certiport's official page [↗](#)

Master certification

Certiport awards it to those who pass all three levels.

Validity

Certiport states that IC3 certifications do not expire.

Three levels, each with its own certificate

Certiport publishes seven domains per level; their names are not verified here, so the items under each level are illustrative training content, not official names.

IC3 Digital Literacy GS6

Level 1

Device parts and the operating system

Organizing files and folders

Browsing and searching safely

Level 2

Documents, spreadsheets and slides

Email, calendar and chat

Cloud storage and sharing

Level 3

Co-authoring shared documents

Judging whether information is reliable

Protecting accounts and data



Master certification after all three

Each level is a separate exam and certificate. Passing all three earns the Master certification, so decide early whether you need one level or all three.

Source: Certiport's IC3 GS6 pages, accessed 15 October 2026. Items under each level are illustrative content prepared by Vertex Business, not the official exam domains.

Every skill is learned on a real task.

Each area is taught by explanation, then hands-on practice on a device, then a work situation that combines several skills.

01 Devices and files

Device parts and the operating system, naming and saving files where you can find them, and backups.

Applied example A key presentation is lost because its only copy was on the desktop.

02 Productivity and collaboration

A simple document, sheet and slide deck, sharing a cloud file with the right permissions, and managing email and meetings.

Applied example Three colleagues edit different copies of the same file.

03 Safety and information

Strong passwords and two-step sign-in, spotting phishing, and judging a source before using it.

Applied example An email asks you to reset your password through an unknown link.

LEARNING OUTCOMES

What you will be able to do

01 Organize your files

With clear names, folders and backups.

02 Produce a document, sheet and deck

Using core tools without help.

03 Share work safely

Controlling who can view and who can edit.

04 Spot digital fraud

Before you click the link or open the file.

Digital skills are learned by doing, not watching.



Practice on your device

After each explanation, repeat the steps on your own device, then do them again without the guide.

Turns information into a daily habit.



Tasks from your own work

Pick a task you do often at work or study and redo it the organized way you learned.

You see the effect from the first week.



A plan that fits your time

Study format, dates and any accompanying materials are confirmed with the Vertex Business team before enrolment, based on your level and available time.



Every task on your device is practice.

Do it once the way you learned it.



STUDY PLAN

A stepped plan from Level 1 to Master.

01 Check your starting point

Which tasks do you do confidently, and which do you avoid?

02 Master devices and files

A naming and folder system you keep from day one.

03 Sit Level 1

Once you can do its tasks without the guide.

04 Move to productivity

A document, sheet and deck for a real work task.

05 Add collaboration and safety

Cloud sharing with permissions, and protecting your accounts.

06 Complete the levels in turn

One level after another, up to Master.

Concept items

Knowing the term and the difference between two close options.

Task items

Choosing the right step to get something done on a device or online.

“An excellent session. I learned important things about the certification and benefited a lot... everything was explained so clearly that I had no questions left.”

— SHRM learner after a live session · translated from Arabic · published on the Vertex site

“What impressed me most was the trainer’s care that the information landed and that everyone had a chance to take part... and pointing out what matters most in the material.”

— CPTD learner about the trainer after a session · translated from Arabic · published on the Vertex site

“This achievement would not have been possible without the support, guidance and training I received... which prepared me for the exam.”

— Learner who earned CPTD · translated from Arabic · public post shown on the Vertex site



About Vertex Business

Vertex Business provides professional certification training in talent development, human resources and project management, alongside a professional diploma in medical research and team training for organizations. Training pairs Arabic explanation that keeps the exam’s English terminology with application to real workplace decisions.

[Company details](#) 



Booking the exam

IC3 exams are delivered through Certiport and its testing centers; check booking steps and fees with them.

[Official Certiport IC 3 page](#) 

COMPLETION CERTIFICATE AND PROFESSIONAL CREDENTIAL

Training completion requirements and the Vertex Business completion certificate are confirmed in the enrolment details.

The IC3 professional credential itself is awarded by Certiport under its own requirements, after you pass its assessment.



Discuss your goal and choose how to study.



Scan with your phone camera

YOUR NEXT STEP

- ✓ Training topics and outcomes
- ✓ A level that fits your experience
- ✓ Available study formats and dates
- ✓ Details and price confirmed before enrolment

Open the program page →

01

Open the program page

Scan the code or tap the link.

02

Discuss your goal

Use the WhatsApp button on the program page.

03

Confirm the details

Study format, dates and price before enrolment.

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