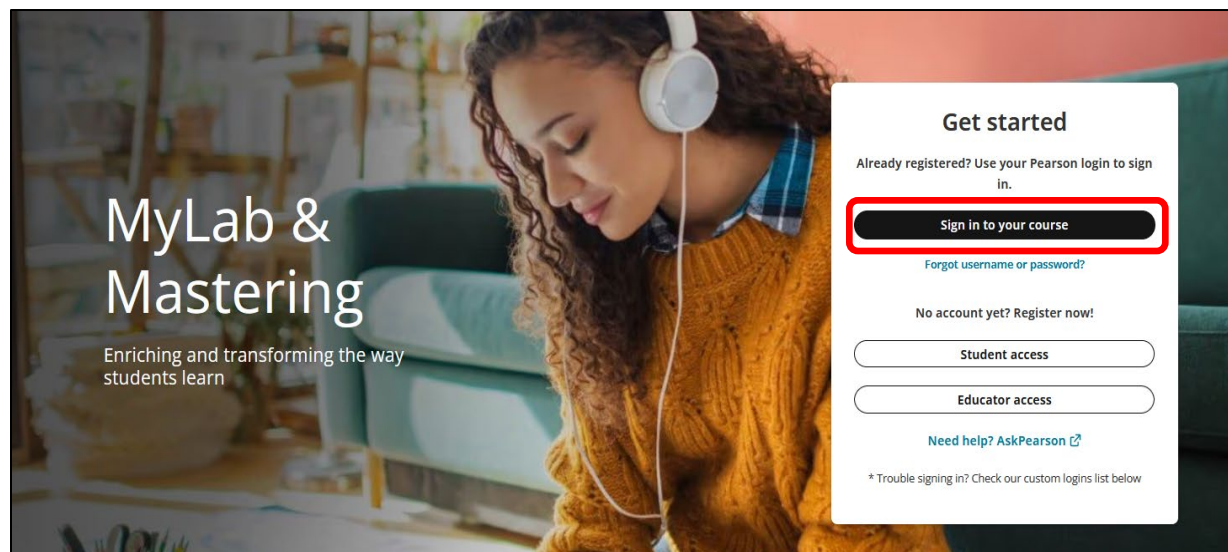


MyLab IT Student User Guide

Go to <https://mlm.pearson.com/global/>

Click “Sign in”

(For the best performance, please use **Google Chrome** to access MyLab)

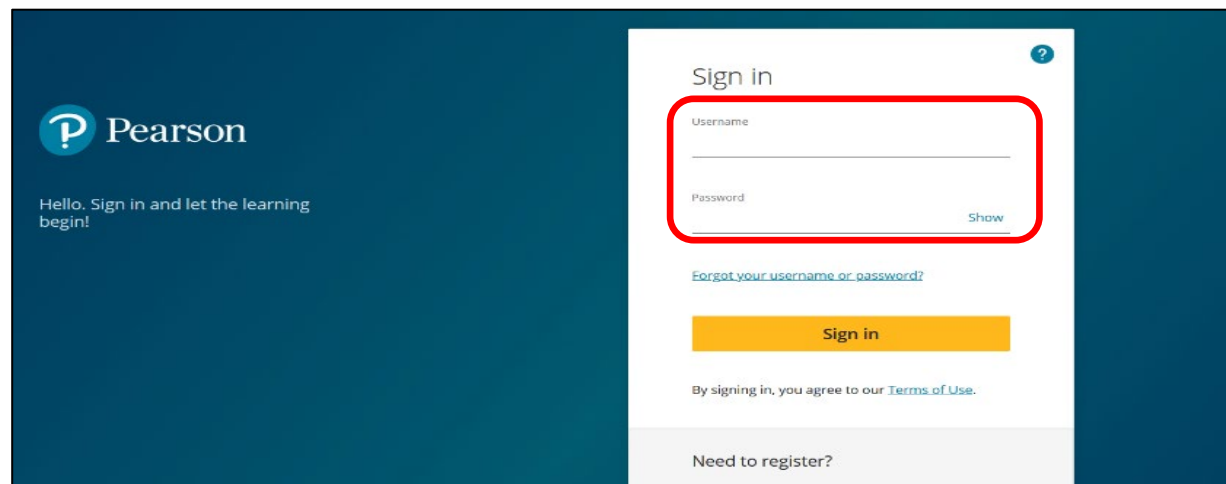


Enter your **username** and **password** given by the Centre for Innovative Teaching and Learning.

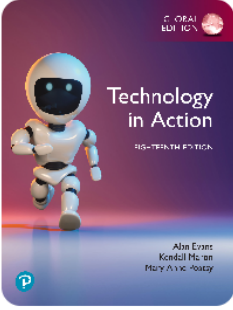
Example

Username: **ITF0000@26**

Password: **Ln260000**



Click the **“Open”** button on the **"Lingnan IT Fluency Program 2026-2027"** course to enter.



Lingnan IT Fluency Progra...
LINGNAN06164
MyLab IT

Instructor: Coordinator Lingnan
Aug 28, 2026 - Aug 31, 2027

Open

To access the IT Fluency content, click **“Assignments”** from the left menu.

MyLab IT

Lingnan University 嶺南大學

Back to my courses

Course Home

Assignments

Results

Pearson eTextbook

Multimedia Library

Document Sharing

Course Home

Welcome, Student

Up next

AUG 31 11:59 PM

ITF - Part A

Test | Attempt: 0 of ∞ | 0/40 pts

🔒

AUG 31 11:59 PM

ITF - Part B

Test | Attempt: 0 of ∞ | 0/10 pts

🔒

AUG 31 11:59 PM

Part A - Training materials (Overview Videos & PPT) - Internet/WWW

Homework | 0/3 pts

🔒

AUG 31 11:59 PM

Part A - Training materials (Simulation Exercises) - Internet/WWW

Homework | 0/5 pts

🔒

AUG 31 11:59 PM

Part A - Training materials (Overview Videos & PPT) - Legal, Social and Security Issues

Homework | 0/3 pts

🔒

AUG 31 11:59 PM

Part A - Training materials (Simulation Exercises) - Legal, Social and Security Issues

Homework | 0/5 pts

🔒

AUG 31 11:59 PM

Part A - Training materials (Overview Videos & PPT) - IT Hardware/Software

Homework | 0/5 pts

🔒

0% Overall score

Live Response

Join Live

September 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

You will then see a list of available content on the main page.

- **ITF - Part A** includes 40 MCQ questions.
- **ITF - Part B** includes 10 MS Office simulations.
- **Training materials** include study resources to help you prepare for ITF test.
- **Self-learning materials** include three modules that help you understand AI, use AI responsibly, and evaluate AI-generated content.

****Before taking ITF Part A and B, you are encouraged to go through the training materials.**

Training Materials include **Part A** (videos and audio PowerPoints) and **Part B** (MS simulation activities).

Due	Assignment	Time Limit	Attempts	Gradebook Score
08/31/27 11:59pm	ITF - Part A		0 of ∞	
08/31/27 11:59pm	ITF - Part B		0 of ∞	
08/31/27 11:59pm	Part A - Training materials (Overview Videos & PPT) - Internet/WWW			
08/31/27 11:59pm	Part A - Training materials (Simulation Exercises) - Internet/WWW			
08/31/27 11:59pm	Part A - Training materials (Overview Videos & PPT) - Legal, Social and Security Issues			
08/31/27 11:59pm	Part A - Training materials (Simulation Exercises) - Legal, Social and Security Issues			
08/31/27 11:59pm	Part A - Training materials (Overview Videos & PPT) - IT Hardware/Software			
08/31/27 11:59pm	Part A - Training materials (Simulation Exercises) - IT Hardware/Software			
08/31/27 11:59pm	Part B - Training materials - IT Skills (MS Word)			
08/31/27 11:59pm	Part B - Training materials - IT Skills (MS Excel)			
08/31/27 11:59pm	Part B - Training materials - IT Skills (MS PowerPoint)			
08/31/27 11:59pm	Self-learning materials - Understanding AI			
08/31/27 11:59pm	Self-learning materials - Using AI Module			
08/31/27 11:59pm	Self-learning materials - Evaluating AI Module			

Training Materials (Part A)

In each PowerPoint, you can enable the audio.

In each video, you can turn on the captions and adjust the play speed.

- Part A - Training materials (Overview Videos & PPT) - Internet/WWW
- Part A - Training materials (Simulation Exercises) - Internet/WWW
- Part A - Training materials (Overview Videos & PPT) - Legal, Social and Security Issues
- Part A - Training materials (Simulation Exercises) - Legal, Social and Security Issues
- Part A - Training materials (Overview Videos & PPT) - IT Hardware/Software
- Part A - Training materials (Simulation Exercises) - IT Hardware/Software

HomeWork

Training materials (Overview Videos & PPT) - Part A - IT Hardware/Software

Due: 6/31/2025 at 11:59 PM
Attempts allowed: Unlimited per question | Worth: 12 pts

Get started

My score
0/12 pts

This assignment contains:
8 Videos
4 Readings

- Chapter 2: Audio PowerPoint
Reading | 0/1 pt
- Chapter 2: Overview Video 2.1
Video | 0/1 pt
- Chapter 2: Overview Video 2.2
Video | 0/1 pt
- Chapter 4: Audio PowerPoint
Reading | 0/1 pt
- Chapter 4: Overview Video 4.1
Video | 0/1 pt
- Chapter 4: Overview Video 4.2
Video | 0/1 pt

Slides Notes

The Internet and How It Works (2 of 3)

The Origin of the Internet (Objective 3.1)

1. Technology in Action

2. Learning Objectives (1 of 3)

3. Learning Objectives (2 of 3)

4. Learning Objectives (3 of 3)

5. The Internet and How It Works (1 of 3) The Origin of the Internet.

6. The Internet and How It Works (2 of 3) The Origin of the Internet.

7. The Internet and How It Works (3 of 3) The Origin of the Internet.

8. The Internet and How It Works (1 of 7) How the Internet Works (Object...

9. The Internet and How It Works (2 of 2) How the Internet Works (Object...

10. Collaborating and Communicating on the

ASCII: Character Library

The Advanced Research Projects Agency (ARPA) is assigned to the U.S. Department of Defense. This Agency creates the ARPANET—the beginning of the Internet.

ASCII code is developed as the standard for computers from different manufacturers to exchange data.

Researchers at UCLA send the first message via a networked computer system to researchers at Stanford University.

A new network scheme is developed with multiple paths so if one communication path was destroyed from a potential Soviet Union attack, the rest of the network would still be able to communicate.

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6 of 32

Next

Domain name

http://www.nytimes.com/section/technology

Protocol

Top-level domain

Path or subdirectory

Every webpage is identified by a unique address known as a Uniform Resource Locator, or URL.

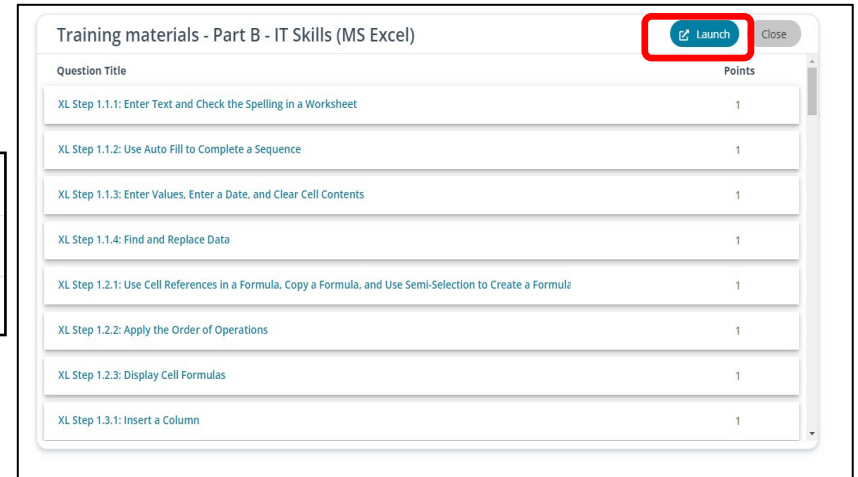
00:31 / 03:43

Info DV Speed CC

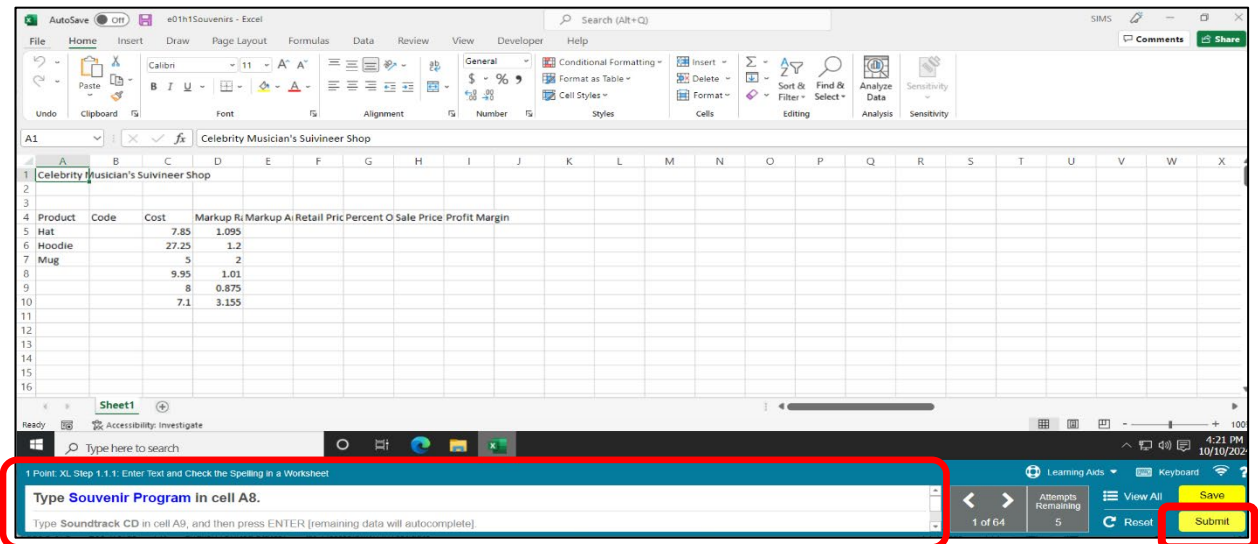
Training Materials (Part B)

You can choose MS Word, Excel or PowerPoint from the training materials.

Click the **“Launch”** button to start the training.



Follow the instructions at the bottom, which will provide step by step guidance. After completing the test, click **“Submit”**.



You can click **“View All”** at the bottom of the simulation.

On the **“View all”** page, click the **“Launch”** button to explore the step that you want to learn more about.

The screenshot shows the Learning Aids interface. At the top, there's a navigation bar with 'Learning Aids', 'Keyboard', and a help icon. Below this, a sidebar contains '1 of 64' and 'Attempts Remaining 5'. The main area has a 'View All' button (highlighted with a red box) and 'Save' and 'Submit' buttons. Below the buttons is a table with columns: Question List, Points, Status, Type, and Action.

Question List	Points	Status	Type	Action
1 XL Step 1.1.1: Enter Text and Check the Spelling in a Worksheet	1	Incomplete	Excel 2021	Launch
2 XL Step 1.1.2: Use Auto Fill to Complete a Sequence	1	Not Attempted	Excel 2021	Launch
3 XL Step 1.1.3: Enter Values, Enter a Date, and Clear Cell Contents	1	Not Attempted	Excel 2021	Launch
4 XL Step 1.1.4: Find and Replace Data	1	Not Attempted	Excel 2021	Launch
5 XL Step 1.2.1: Use Cell References in a Formula, Copy a Formula, and Use Semi-Selection to Create a Formula	1	Not Attempted	Excel 2021	Launch
6 XL Step 1.2.2: Apply the Order of Operations	1	Not Attempted	Excel 2021	Launch
7 XL Step 1.2.3: Display Cell Formulas	1	Not Attempted	Excel 2021	Launch
8 XL Step 1.3.1: Insert a Column	1	Not Attempted	Excel 2021	Launch

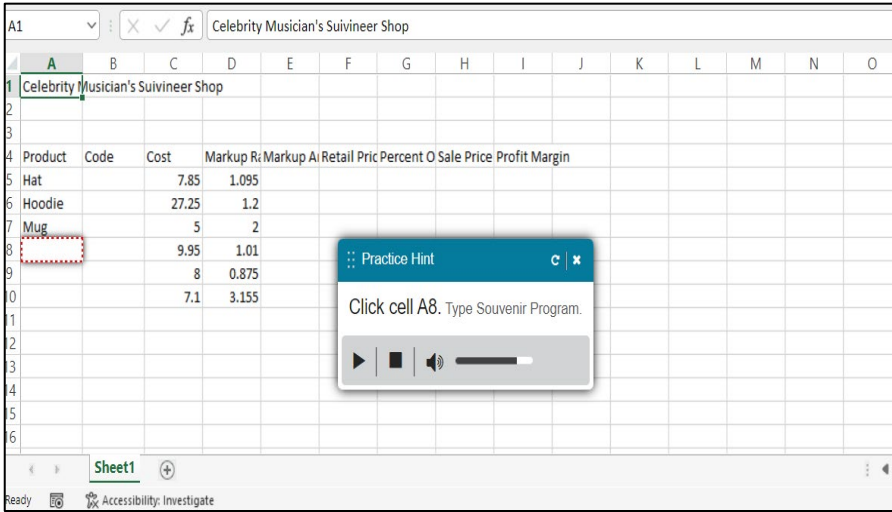
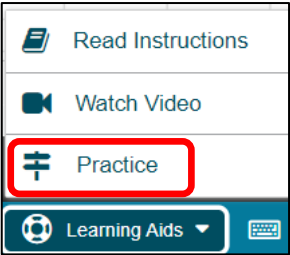
Each training simulation includes **“Learning Aids”**.

“Watch video” show you the steps in a video format.

The screenshot shows the Learning Aids sidebar. It has three buttons: 'Read Instructions', 'Watch Video' (highlighted with a red box), and 'Practice'. At the bottom, there's a 'Learning Aids' dropdown menu.

The screenshot shows an Excel spreadsheet with a spelling correction dialog box open. The dialog box is titled 'Spelling: English (United States)' and shows the word 'Resale' as not in the dictionary. It offers suggestions: 'Resale', 'Resale', 'Resale', and 'Resale'. The 'Ignore One' button is highlighted. The background shows a spreadsheet with columns A through S and rows 1 through 20.

“Practice” provides you step-by-step hints to help you solve the problem.



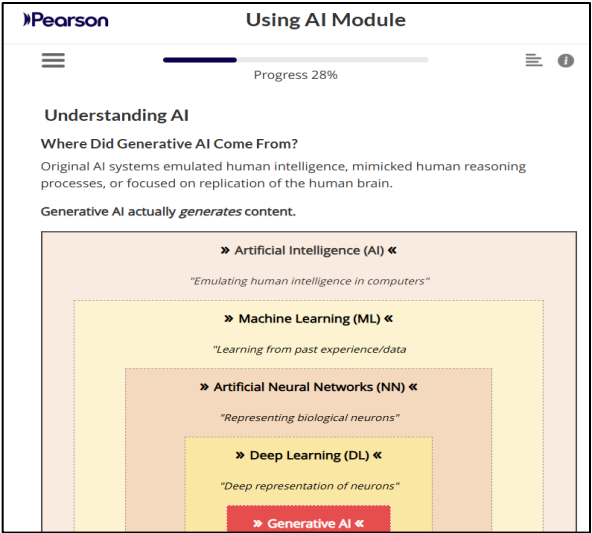
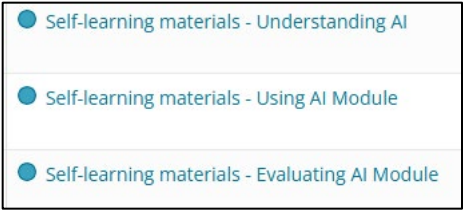
Self-learning materials

These materials include three AI literacy modules:

Understanding AI – Learn how AI works and understand its limitations.

Using AI – Learn how to use AI tools effectively and responsibly.

Evaluating AI – Learn how to critically evaluate AI-generated content.



Important

To take the ITF Test, select
ITF - Part A and **ITF - Part B**.

All Assignments				
Due	Assignment	Time Limit	Attempts	Gradebook Score
08/31/27 11:59pm	ITF - Part A		0 of ∞	
08/31/27 11:59pm	ITF - Part B		0 of ∞	
08/31/27 11:59pm	Part A - Training materials (Overview Videos & PPT) - Internet/WWW			
08/31/27 11:59pm	Part A - Training materials (Simulation Exercises) - Internet/WWW			
08/31/27 11:59pm	Part A - Training materials (Overview Videos & PPT) - Legal, Social and Security Issues			
08/31/27 11:59pm	Part A - Training materials (Simulation Exercises) - Legal, Social and Security Issues			
08/31/27 11:59pm	Part A - Training materials (Overview Videos & PPT) - IT Hardware/Software			
08/31/27 11:59pm	Part A - Training materials (Simulation Exercises) - IT Hardware/Software			
08/31/27 11:59pm	Part B - Training materials - IT Skills (MS Word)			
08/31/27 11:59pm	Part B - Training materials - IT Skills (MS Excel)			
08/31/27 11:59pm	Part B - Training materials - IT Skills (MS PowerPoint)			

When you are ready to take the test, click the **“Start”** button.

Each test has unlimited attempts. If you are not satisfied with your score, you can retake it before the due date.

08/31/25 11:59pm	ITF - Part A
08/31/25 11:59pm	ITF - Part B

Are you ready to start?

Assignment: ITF - Part A

Questions: 40

Due: 08/31/25 11:59pm

Attempts: 0 of unlimited

This test **will** affect your Study Plan score.

Start

Cancel

ITF Part A includes 40 MCQ questions.

After finishing a question, click the “Next” button to continue. Once you’ve completed all questions, click the “Submit Test” button.

Test: ITF - Part A

Question 1 of 40

This test: 40 point(s) possible
This question: 1 point(s) possible

Submit test

Question list

Which of the following is not information should you only share with people you know?

☐ A. Full legal name
☐ B. Zip code
☐ C. First & last names
☒ D. E-mail address

Next

ITF Part B includes 10 MS Office simulations.

Follow the instructions at the bottom of each step.

Conference Registration - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Help

Search (Alt+Q)

Comments Share

Undo Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

Conference Registration

	Code	Early Amou	Regular Am	Early Disco	Percent Off	Regular
Educator		450	600			
Member		600	750			
Non-Member		400	500			
Retired		500	600			
Member		1145	1345			
Non-Member		1450	1595			
Student			349			

Sheet1

Ready Accessibility: Investigate

Type here to search

Point: XI, Step: 1.1.1. Enter Text and Check the Spelling in a Worksheet

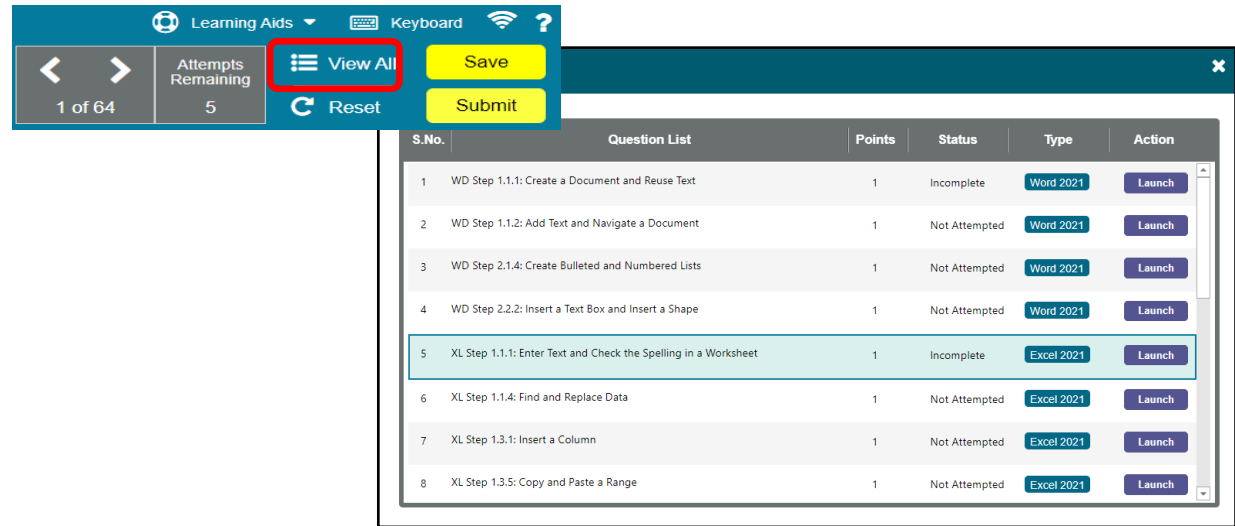
Type Member Type in cell A4.

Select cell A1 and then spell check the worksheet. When prompted, change the misspelling of Conference to Conference.

5 of 20 Attempts Remaining 3 View All Reset Submit

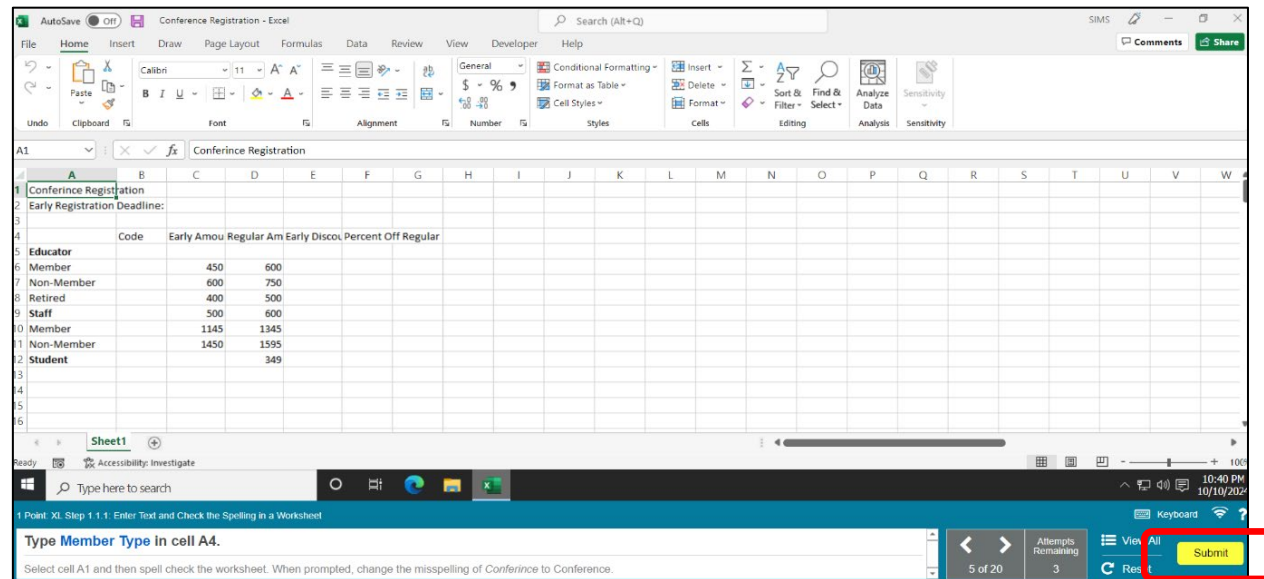
You can click **“View All”** at the bottom of the simulation to view all the questions.

On the **“View all Questions”** page, click the **“Launch”** button to do the steps based on your own preference.



S.No.	Question List	Points	Status	Type	Action
1	WD Step 1.1.1: Create a Document and Reuse Text	1	Incomplete	Word 2021	Launch
2	WD Step 1.1.2: Add Text and Navigate a Document	1	Not Attempted	Word 2021	Launch
3	WD Step 2.1.4: Create Bulleted and Numbered Lists	1	Not Attempted	Word 2021	Launch
4	WD Step 2.2.2: Insert a Text Box and Insert a Shape	1	Not Attempted	Word 2021	Launch
5	XL Step 1.1.1: Enter Text and Check the Spelling in a Worksheet	1	Incomplete	Excel 2021	Launch
6	XL Step 1.1.4: Find and Replace Data	1	Not Attempted	Excel 2021	Launch
7	XL Step 1.3.1: Insert a Column	1	Not Attempted	Excel 2021	Launch
8	XL Step 1.3.5: Copy and Paste a Range	1	Not Attempted	Excel 2021	Launch

After completing the test, click the **“Submit”** button.



Educator	Code	Early Amou	Regular Am	Early Discou	Percent Off Regular
Member		450	600		
Non-Member		600	750		
Retired		400	500		
Staff		500	600		
Member		1145	1345		
Non-Member		1450	1595		
Student			349		

To view the results, go to “**Result**” from the left menu.

MyLab IT Results

Lingnan University 嶺南大學

Back to my courses

Course Home

Assignments

Results

Pearson eTextbook

Multimedia Library

Document Sharing

Results

Overall Score

You have earned 32.5 out of 50 points for a Overall Score of 65%.

65 Percent

Calculation

Assignments Submitted

Homework 0/9

Tests 2/2

Past 2 Weeks All Assignments

Assignment results from 09/26/24 - 10/10/24

Assignment	Review	Correct/Total	Score	Time Spent	Date Started	Date Worked
ITF - Part A	Review	26/40	65%	5h 8min	10/10/24 4:57pm	10/10/24 11:10pm
ITF - Part B	Review	4/20	20% (omitted)	19min	10/10/24 10:39pm	10/10/24 10:58pm

For the best experience, please use “Google Chrome” to access MyLab.

Setting Up Your Computer

1. Check the [System Requirements](#) to make sure your browser and operating system are compatible with MyLab IT.
2. Disable [Pop-Up Blockers](#)

Common Technical Questions

Something isn't working. Check [Recommended Browser Settings](#)

Try deleting the browser's [Cached Files or Cookies](#) and check that the [Pop-Up Blocker](#) is turned off.