



ECDL / ICDL Module 1 - Concepts of Information and Communication Technology (ICT)



WHAT IS ECDL / ICDL MODULE 1 - CONCEPTS OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)?

This module allows candidates to understand the main concepts of ICT at a general level and to know about the different parts of a computer.

On completion of this module the candidate will be able to:

- Understand what hardware is; know about factors that affect computer performance; know about peripheral devices.
- Understand what software is; give examples of common applications and operating systems software.
- Understand how information networks are used within computing; be aware of the different options to connect to the Internet.
- Understand what Information and Communication Technology (ICT) is and give examples of its practical applications in everyday life.
- Understand health and safety and environmental issues in relation to using computers.
- Recognise important security issues associated with using computers.
- Recognise important legal issues in relation to copyright and data protection associated with using computers.

WHAT ARE THE BENEFITS OF THIS MODULE?

The following outlines the benefits of ECDL / ICDL Module 1 - Concepts of Information and Communication Technology (ICT):

- Covers the key skills needed to understand the main concepts of ICT at a general level and to know about the different parts of a computer.
- Certifies best practice in the use of Information and Communication Technology software.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world - ensures relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module's syllabus and training materials and to locate your nearest accredited test centre, please visit www.ecdl.org/programmes.

SYLLABUS OVERVIEW

CATEGORY	SKILL SET
Hardware	<ul style="list-style-type: none"> • Concepts • Computer Performance • Memory and Storage • Input, Output Devices
Software	<ul style="list-style-type: none"> • Concepts
Networks	<ul style="list-style-type: none"> • Network Types • Data Transfer
ICT in Everyday Life	<ul style="list-style-type: none"> • Electronic World • Communication • Virtual Communities • Health • Environment
Security	<ul style="list-style-type: none"> • Identity/Authentication • Data Security • Viruses
Law	<ul style="list-style-type: none"> • Copyright • Data Protection





ECDL / ICDL Module 2 - Using the Computer and Managing Files



WHAT IS ECDL / ICDL MODULE 2 - USING THE COMPUTER AND MANAGING FILES?

This module allows candidates to demonstrate competence in running and managing a personal computer.

On completion of this module the candidate will be able to:

- Use the main features of the operating system; adjust the main computer settings; use built-in help features.
- Operate a computer desktop in a graphical user environment effectively.
- Know about the main concepts of file management; be able to efficiently organise files and folders so that they are easy to identify and find.
- Use utility software to compress and extract large files.
- Use anti-virus software to protect against computer viruses.
- Demonstrate the ability to use simple text editing and print tools available within the operating system.

WHAT ARE THE BENEFITS OF THIS MODULE?

The following outlines the benefits of ECDL / ICDL Module 2 - Using the Computer and Managing Files:

- Covers the key skills needed to use the computer and manage files.
- Certifies best practice in effective computer use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world - ensures relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module's syllabus and training materials and to locate your nearest accredited test centre, please visit www.ecdl.org/programmes.

SYLLABUS OVERVIEW

CATEGORY	SKILL SET
Operating System	<ul style="list-style-type: none"> • First Steps • Setup • Working with Icons • Using Windows
File Management	<ul style="list-style-type: none"> • Main Concepts • Files and Folders • Working with Files • Copy, Move • Delete, Restore • Searching
Utilities	<ul style="list-style-type: none"> • File Compression • Anti-Virus
Print Management	<ul style="list-style-type: none"> • Printer Options • Print





ECDL / ICDL Module 3 - Word Processing



WHAT IS ECDL / ICDL MODULE 3 - WORD PROCESSING?

This module allows candidates to demonstrate the ability to use a word processing application to accomplish everyday tasks associated with creating, formatting, and finishing small-sized word processing documents, such as letters and other everyday documents.

On completion of this module the candidate will be able to:

- Work with documents and save them in different file formats.
- Choose built-in options, such as the Help function, to enhance productivity.
- Create and edit small-sized word processing documents that will be ready to share and distribute.
- Apply different formats to documents to enhance them before distribution; recognise good practice in choosing the appropriate formatting options.
- Insert tables, images, and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings.
- Check and correct spelling before finally printing documents.

WHAT ARE THE BENEFITS OF THIS MODULE?

The following outlines the benefits of ECDL / ICDL Module 3 - Word Processing:

- Covers the key skills needed to use a word processing application.
- Can be applied to a range of word processing software from vendor packages to 'freeware'.
- Certifies best practice in effective word processing software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world - ensures relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module's syllabus and training materials and to locate your nearest accredited test centre, please visit www.ecdl.org/programmes.

SYLLABUS OVERVIEW

CATEGORY	SKILL SET
Using the Application	<ul style="list-style-type: none"> • Working with Documents • Enhancing Productivity
Document Creation	<ul style="list-style-type: none"> • Enter Text • Select, Edit
Formatting	<ul style="list-style-type: none"> • Text • Paragraphs • Styles
Objects	<ul style="list-style-type: none"> • Table Creation • Table Formatting • Graphical Objects
Mail Merge	<ul style="list-style-type: none"> • Preparation • Outputs
Prepare Outputs	<ul style="list-style-type: none"> • Setup • Check and Print





ECDL / ICDL Module 4 - Spreadsheets



WHAT IS ECDL / ICDL MODULE 4 - SPREADSHEETS?

This module allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.

On completion of this module the candidate will be able to:

- Work with spreadsheets and save them in different file formats.
- Choose built-in options, such as the Help function, within the application to enhance productivity.
- Enter data into cells; use good practice in creating lists.
- Select, sort and copy, move and delete data.
- Edit rows and columns in a worksheet.
- Copy, move, delete, and appropriately rename worksheets.
- Create mathematical and logical formulas using standard spreadsheet functions; use good practice in formula creation; recognise error values in formulas.
- Format numbers and text content in a spreadsheet.
- Choose, create, and format charts to communicate information meaningfully.
- Adjust spreadsheet page settings.
- Check and correct spreadsheet content before finally printing spreadsheets.

WHAT ARE THE BENEFITS OF THIS MODULE?

The following outlines the benefits of ECDL / ICDL Module 4 - Spreadsheets:

- Covers the key skills needed to use spreadsheets.
- Can be applied to a range of spreadsheets software from vendor packages to 'freeware'.
- Certifies best practice in effective spreadsheets software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world - ensures relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module's syllabus and training materials and to locate your nearest accredited test centre, please visit www.ecdl.org/programmes.

SYLLABUS OVERVIEW

CATEGORY	SKILL SET
Using the Application	<ul style="list-style-type: none"> • Working with Spreadsheets • Enhancing Productivity
Cells	<ul style="list-style-type: none"> • Insert, Select • Edit, Sort • Copy, Move, Delete
Managing Worksheets	<ul style="list-style-type: none"> • Rows and Columns • Worksheets
Formulas and Functions	<ul style="list-style-type: none"> • Arithmetic Formulas • Functions
Formatting	<ul style="list-style-type: none"> • Numbers/Dates • Contents • Alignment, Border Effects
Charts	<ul style="list-style-type: none"> • Create • Edit
Prepare Outputs	<ul style="list-style-type: none"> • Setup • Check and Print





ECDL / ICDL Module 5 - Using Databases

WHAT IS ECDL / ICDL MODULE 5 - USING DATABASES?

This module allows candidates to understand the concept of a database and demonstrate competence in using a database.

On completion of this module the candidate will be able to:

- Understand what a database is and how it is organised and operated.
- Create a simple database and view the database content in various modes.
- Create a table; define and modify fields and their properties; enter and edit data in a table.
- Sort and filter a table or form; create, modify and run queries to retrieve specific information from a database.
- Understand what a form is; create a form to enter, modify, and delete records and data in records.
- Create routine reports and prepare outputs ready for distribution.

WHAT ARE THE BENEFITS OF THIS MODULE?

The following outlines the benefits of ECDL / ICDL Module 5 - Using Databases:

- Covers the key skills needed to organise and operate a database.
- Can be applied to a range of database software from vendor packages to 'freeware'.
- Certifies best practice in effective database software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world - ensures relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module's syllabus and training materials and to locate your nearest accredited test centre, please visit www.ecdl.org/programmes.

SYLLABUS OVERVIEW

CATEGORY	SKILL SET
Understanding Databases	<ul style="list-style-type: none"> • Key Concepts • Database Organisation • Relationships • Operation
Using the Application	<ul style="list-style-type: none"> • Working with Databases • Common Tasks
Tables	<ul style="list-style-type: none"> • Records • Design
Retrieving Information	<ul style="list-style-type: none"> • Main Operations • Queries
Objects	<ul style="list-style-type: none"> • Forms
Outputs	<ul style="list-style-type: none"> • Reports, Data Export • Printing





ECDL / ICDL Module 6 - Presentation



WHAT IS ECDL / ICDL MODULE 6 - PRESENTATION?

This module allows candidates to understand the concept of presentations and to demonstrate competence in using presentation software.

On completion of this module the candidate will be able to:

- Work with presentations and save them in different file formats.
- Choose built-in options, such as the Help function, within the application to enhance productivity.
- Understand different presentation views and when to use them; choose different slide layouts and designs.
- Enter, edit, and format text in presentations.
- Recognise good practice in applying unique titles to slides.
- Choose, create, and format charts to communicate information meaningfully.
- Insert and edit pictures, images, and drawn objects.
- Apply animation and transition effects to presentations.
- Check and correct presentation content before finally printing and giving presentations.

WHAT ARE THE BENEFITS OF THIS MODULE?

The following outlines the benefits of ECDL / ICDL Module 6 - Presentation:

- Covers the key skills needed to use presentation software.
- Can be applied to a range of presentation software from vendor packages to 'freeware'.
- Certifies best practice in effective presentation software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world - ensures relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module's syllabus and training materials and to locate your nearest accredited test centre, please visit www.ecdl.org/programmes.

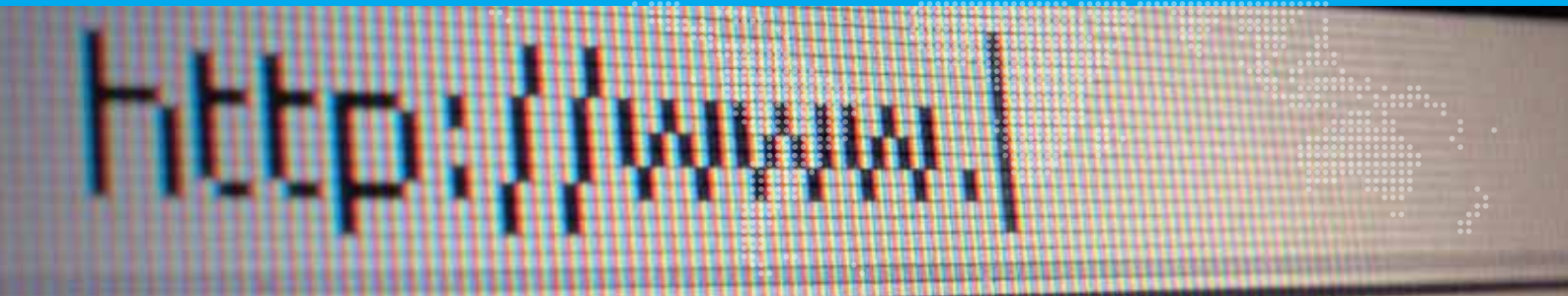
SYLLABUS OVERVIEW

CATEGORY	SKILL SET
Using the Application	<ul style="list-style-type: none"> • Working with Presentations • Enhancing Productivity
Developing a Presentation	<ul style="list-style-type: none"> • Presentation Views • Slides • Master Slide
Text	<ul style="list-style-type: none"> • Handling Text • Formatting • Lists • Tables
Charts	<ul style="list-style-type: none"> • Using Charts • Organisation Charts
Graphical Objects	<ul style="list-style-type: none"> • Insert, Manipulate • Drawing
Prepare Outputs	<ul style="list-style-type: none"> • Preparation • Check and Deliver





ECDL / ICDL Module 7 - Web Browsing and Communication



WHAT IS ECDL / ICDL MODULE 7 - WEB BROWSING AND COMMUNICATION?

The first section, Web Browsing, requires candidates to understand some of the concepts and terms associated with using the Internet and to appreciate some online security considerations. In the second section, Communication, candidates will learn to understand some of the concepts of electronic mail (email) and gain the ability to use email software to send and receive messages, and to attach files to mail messages.

On completion of the Web Browsing section the candidate will be able to:

- Understand what the Internet is and common terms associated with it.
- Be aware of some security considerations when using the Internet.
- Accomplish everyday web browsing tasks, including changing browser settings.
- Search for information; complete and submit web-based forms.
- Save web pages; download files from the web; copy web content into a document.

On completion of the Communication section the candidate will be able to:

- Understand what email is; know some advantages and disadvantages of its use; be aware of other communication options.
- Be aware of network etiquette and security considerations when using email.
- Create, spell check and send email; reply to and forward email; handle file attachments and print email.
- Be aware of ways to enhance productivity when working with email software.
- Organise and manage email.

HOW DO I GET STARTED?

To find out more about this module's syllabus and training materials and to locate your nearest accredited test centre, please visit www.ecdl.org/programmes.

WHAT ARE THE BENEFITS OF THIS MODULE?

The following outlines the benefits of ECDL / ICDL Module 7 - Web Browsing and Communication:

- Provides a clear, easy-to-follow programme.
- Explains the basic concepts behind using a web browser and email in a straightforward way.
- Applicable to a variety of web browsers and email software.
- Provides the candidate with the skills to safely browse and search the web, and communicate using email.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world - ensures relevance and range of module content.

SYLLABUS OVERVIEW

CATEGORY	SKILL SET
The Internet and Web Browsers	<ul style="list-style-type: none"> • Concepts/Terms • Security Considerations • Basic Browsing • Settings • Navigation • Bookmarks
Using the Web	<ul style="list-style-type: none"> • Forms • Searching • Saving Files • Prepare and Print
Electronic Communication	<ul style="list-style-type: none"> • Concepts/Terms • Security Considerations • Email Theory
Using Email	<ul style="list-style-type: none"> • Send an Email • Receiving Email • Enhancing Productivity
Email Management	<ul style="list-style-type: none"> • Organise • Address Book