



European Computer Driving Licence



Preface

The European Computer Driving Licence (ECDL) is an internationally recognised qualification which enables people to demonstrate their competence in computer skills, and has fast become the industry benchmark for IT.

This course will provide the e-learner with all the training they need to become competent in all areas of ECDL, including Word Processing, File Management, Spreadsheets, Databases, Presentations, e-mails and the Internet. All of which so often cause unnecessary problems in the workplace.

With the knowledge which will be gained on this course, you can dramatically reduce the time spent by employees struggling to perform tasks on the computer, thus resulting in increased productivity.

This course is approved by the ECDL foundation and will cost £29.75 + VAT per person. You will receive 12 months unlimited online access to the course, which means you can access the course from any PC in the world. This is ideal if you want to learn from work and at home.

This document contains the full details of what will be taught in each of the seven modules.

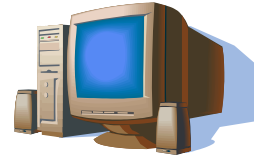
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MODULE 1

Concepts of Information Technology (3 hours)



Summary:

This course provides an overview of computer hardware and software, networking, and the use of computers in a number of everyday applications.

Objectives:

After completing this course, students will be able to:

- Identify various kinds of computers, from mainframes to microcomputers
- Distinguish between computer hardware and software
- Identify the main parts of a personal computer
- Identify the steps in developing a computer-based system
- List several ways that networking extends the capabilities of a personal computer
- List several precautions to follow to prevent damage to a computer
- List several ways to protect data from being corrupted, stolen, or destroyed
- Distinguish differences among copyrighted software, shareware, and freeware

Outline:

- Information technology
- Understanding computer types
- Main parts of a personal computer
- Computer performance
- Input and output
- Computer storage devices
- Software
- Types of software
- Systems development
- Networks
- The electronic world
- Health, safety, and environment
- Security
- Copyright and the law

MODULE 2

Using the Computer and Managing Files (5 hours)



Summary:

This course shows learners how to start, shut down, and restart the computer, display system and desktop information and online help, work with icons and windows, organise files and folders, and edit and print data.

Objectives:

After completing this course, students will be able to:

- Start, shut down, and restart a personal computer
- Display information about the operating system and the desktop
- Format a diskette
- Use application help
- Move and use icons to start programs
- Identify the parts of an application window
- Manage folders and files
- Edit and print data

Outline:

- Starting and shutting down the PC
- Displaying system information
- Changing the PC's desktop configuration
- PC setup operations
- Introduction to icons
- Working with desktop icons
- Working with windows
- Using help
- Text editing
- File management
- Working with folders and files
- Deleting and restoring folders and files
- Searching for folders and files
- Compressing files
- Viruses
- Printer setup

MODULE 3

Word Processing (7 hours)

Summary:



This course shows learners how to use a word processing application to create documents and manipulate and format text. It also shows how to prepare a document for printing, preview and print a document, create tables, import objects, and merge a mailing list with a document.

Objectives:

After completing this course, students will be able to:

- Start and exit a word processing application
- Create, save, and close a document
- Open, revise, and save a document to another file type
- Use application help
- Change display settings
- Use templates
- Format characters and paragraphs
- Search and replace text
- Apply styles
- Prepare a document for printing
- Check spelling in a document
- Preview and print a document
- Create, manipulate, and format a table
- Add and manipulate graphics and objects
- Use a mailing list

Outline:

- Opening and closing a word processing application and documents
- Saving documents
- Adjusting settings
- Inserting data
- Selecting and editing data
- Copying, moving, and deleting text
- Search and replace
- Formatting text
- Working with text formats and paragraphs
- Working with lists and borders
- Document formatting
- Headers and footers
- Creating tables and working with tables
- Inserting pictures, images, and charts
- Working with pictures, images, and charts
- Mail merge
- Preparing documents for output and printing

MODULE 4

Spreadsheets (9 hours)

Summary:

This course shows users how to work with a spreadsheet application to insert and manipulate data. It also shows how to create formulas and functions, format and print a spreadsheet, import objects, and create and adjust charts.



Objectives:

After completing this course, students will be able to:

- Create/open, revise and save/close a spreadsheet
- Use application help
- Change display settings
- Insert, select, copy, move, and delete data
- Undo and redo actions
- Search and replace data
- Sort data
- Create and copy a formula
- Use functions such as SUM, AVERAGE, and IF
- Format data
- Preview and prepare a spreadsheet for printing
- Import an object and text file into a spreadsheet
- Create, adjust, move, and delete a chart

Outline:

- Creating/opening and saving/closing spreadsheets
- Using help
- Adjusting settings
- Cells, rows and columns
- Editing and copying data
- Moving and deleting data
- Find and replace
- Sorting data
- Handling worksheets
- Working with formulas
- Cell referencing
- Working with functions
- The IF function
- Formatting numbers and dates
- Formatting cell contents
- Working with alignments and border effects
- Creating charts and graphs
- Editing charts and graphs
- Worksheet setup
- Printing worksheets

MODULE 5

Database (5 hours)



Summary:

This course shows learners how to work with a database application to create a database; create, use, and change a data entry form; retrieve information; and create reports

Objectives:

After completing this course, students will be able to:

- Open and close a database
- Revise and save records
- Use application help
- Create a database
- Update a database
- Create, use, and revise a data entry form
- Create and refine a query
- Select and sort data
- Create and edit a report

Outline:

- Database concepts
- Opening and closing a database application
- Adjusting settings
- Defining table fields
- Finalising tables
- Creating table relationships
- Adding and revising records
- Working with forms
- Searching records
- Filtering and sorting records
- Queries
- Advanced query functions
- Creating reports
- Working with reports
- Printing information



MODULE 6

Presentation (7 hours)

Summary:

This course shows learners how to work with a presentation application to insert, manipulate, and format text, images, and slides. It also shows how to draw objects and produce charts for a presentation; how to print and distribute a presentation; and how to add special effects to a slide presentation.

Objectives:

After completing this course, students will be able to:

- Create and save a presentation document
- Open, revise, and close a presentation document
- Change display settings
- Export a presentation document to an application or Web site
- Create a presentation
- Add text and an image to a slide
- Use a master slide
- Copy, move, and delete text, images, and slides
- Format a presentation document
- Draw and change objects in a presentation
- Create and change graphics and charts
- Preview and print a presentation document
- Add special effects and deliver the slide show

Outline:

- Opening and closing an application and presentations
- Using help
- Adjusting settings
- Presentation views
- Slides and design templates
- The master slide
- Adding and editing text
- Formatting the slide layout
- Inserting images
- Creating charts and graphs
- Creating organisational charts
- Drawing and editing objects
- Copying, moving, and deleting objects
- Adding slide show effects
- Preparing presentations
- Printing and delivering a presentation

MODULE 7

Information and Communication (6 hours)



Summary:

This course shows learners how to open a Web browsing application, search for information on the Web, and use electronic mail to send and receive messages.

Objectives:

After completing this course, students will be able to:

- Open and close a Web browsing application
- Display a Web page
- Search the Web for information and navigate among pages
- Open and close an electronic mail application
- Create and send a message
- Use an address book
- Use a distribution list
- Receive and save a message
- Reply to or forward a message

Outline:

- Internet concepts
- Security considerations
- Using a Web browser
- Adjusting settings
- Accessing Web pages
- Using bookmarks
- Using a search engine
- Printing Web pages
- E-mail concepts and security considerations
- Opening and closing an e-mail application
- Using help
- Adjusting settings
- Reading mail messages
- Replying to mail messages
- Sending mail messages
- Advanced messaging options
- Copying, moving, and deleting messages
- Mail management techniques
- Using address books
- Organising messages
- Printing messages

Booking your places

Thank you for taking the time to read this document, we hope you found it useful.

If you would like to book places on the course then you can book online at:
www.uktraining.info/ecdl

Alternatively you can simply fill in your details on the enclosed booking form and send it to:

UK Training (Worldwide) Limited
4/5 The Mayflower,
Liverpool Road,
Formby
L37 6BU

or fax it to:
0800 435772

If you still have further questions about any aspect of the ECDL course, please ring 01704878988 and our experienced customer services team will be happy to help.

Once again, thank you, and we look forward to your organisation benefiting from this essential training in the near future.

Please Note: The following system requirements are necessary to enjoy the full benefits of this online training course;

- 200MHz Pentium with 32MB Ram
- Windows 98 and higher
- Minimum Connection Speed: 28.8k.
- Internet Explorer 5.0 or higher required. JavaScript must be enabled.
- Sound card, with speakers or headphones is recommended.
- Macromedia Flash Player version 7.0 or higher is used for course introductions and activities, but is not required to run courses.
- Netscape and AOL browsers are **not** supported.
- The Macintosh operating system is also not supported.

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