



## International Computer Driving License ICDL / ECDL Course

64 Hours

### Course Outline

#### ICDL Module 1: Computer Essentials

##### 1- Computers and Devices

ICT

Hardware

Software and Licensing

Start up Shut Down

##### 2- Desktop, Icons, Settings

Desktops and Icons

Using Windows

Tools and Settings

##### 3- Outputs

Working with Text

Printing

##### 4- File Management

Introducing Files and Folders

Organising Files and Folders

Storage and Compression

##### 5- Networks

Network Concepts

Network Access

##### 6- Security and Well-Being

Protecting Data and Devices

Malware

Health and Green IT

#### ICDL Module 2: Online Essentials

##### 1- Web Browsing Concepts

Key Concepts

Security and Safety



2- Web Browsing  
Using the Web Browser  
Tools and Settings  
Bookmarks  
Web Output

3- Web-Based Information  
Search  
Critical Evaluation  
Copyright, Data Protection

4- Communication Concepts  
Online Communities  
Communication Tools

5- mail Concepts  
Using E-mail  
Sending E-mail  
Receiving E-mail  
Tools and Settings  
Organising E-mails  
Using Calendars

### ICDL Module 3: Word Processing

1- Using the Application  
Working with Documents  
Enhancing Productivity

2- Document Creation  
Enter Text  
Select, Edit

3- Formatting  
Text  
Paragraphs  
Styles

4- Objects  
Table Creation  
Table Formatting



## Graphical Objects

5 Mail Merge  
Preparation  
Outputs

6 Prepare Outputs  
Setup  
Check and Print

## ICDL Module 4: Spreadsheets

1 Using the Application  
Working with Spreadsheets  
Enhancing Productivity

2- Cells  
Insert, Select  
Edit, Sort  
Copy, Move, Delete

3- Managing Worksheets  
Rows and Columns  
Worksheets

4- Formulas and Functions  
Arithmetic Formulas  
Functions

5- Formatting  
Numbers/Dates  
Contents  
Alignment, Border Effects

6- Charts  
Create  
Edit

7- Prepare Outputs  
Setup  
Check and Print





## ICDL Module 5: Presentation

1- Using the Application  
Working with Presentation  
Enhancing Productivity

2- Developing a Presentation  
Presentation Views  
Slides  
Master Slide

3- Text  
Handling Text  
Formatting  
Lists  
Tables

4- Charts  
Using Charts  
Organisation Charts

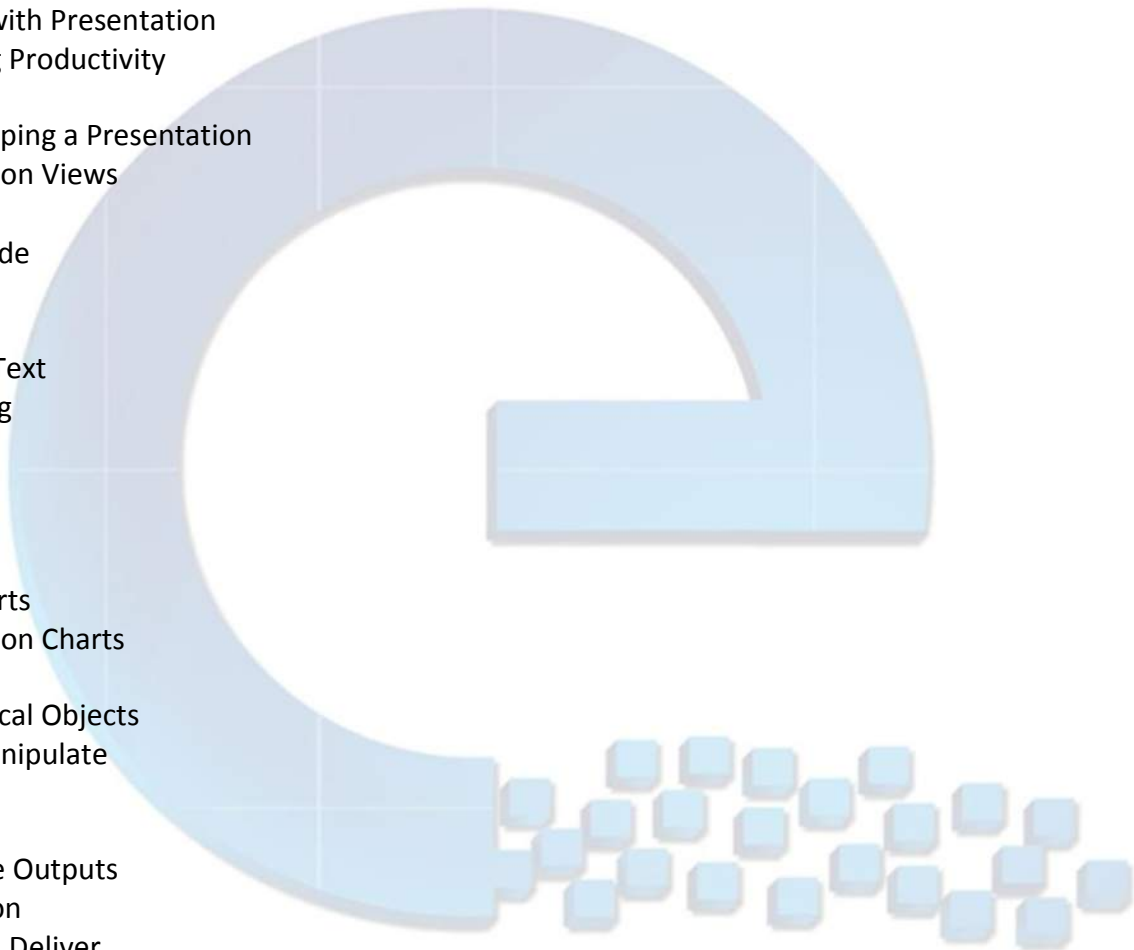
5- Graphical Objects  
Insert, Manipulate  
Drawing

6- Prepare Outputs  
Preparation  
Check and Deliver

## ICDL Module 6: I.T. Security

Security Concepts  
Data Threats  
Value of Information  
Personal Security  
File Security

Malware  
Definition and Function  
Types  
Protection





Network Security  
Networks  
Network Connections  
Wireless Security  
Access Control

Secure Web Use  
Web Browsing  
Social Networking  
Storage and Compression

Communications  
E-mail  
Instant Messaging

Secure Data Management  
Securing and Backing up  
Secure Destruction

#### ICDL Module 7: Using Databases

1- Understanding Databases  
Key Concepts  
Database Organisation  
Relationships  
Operation

2- Using the Application  
Working with Databases  
Common Tasks

3- Tables  
Records  
Design

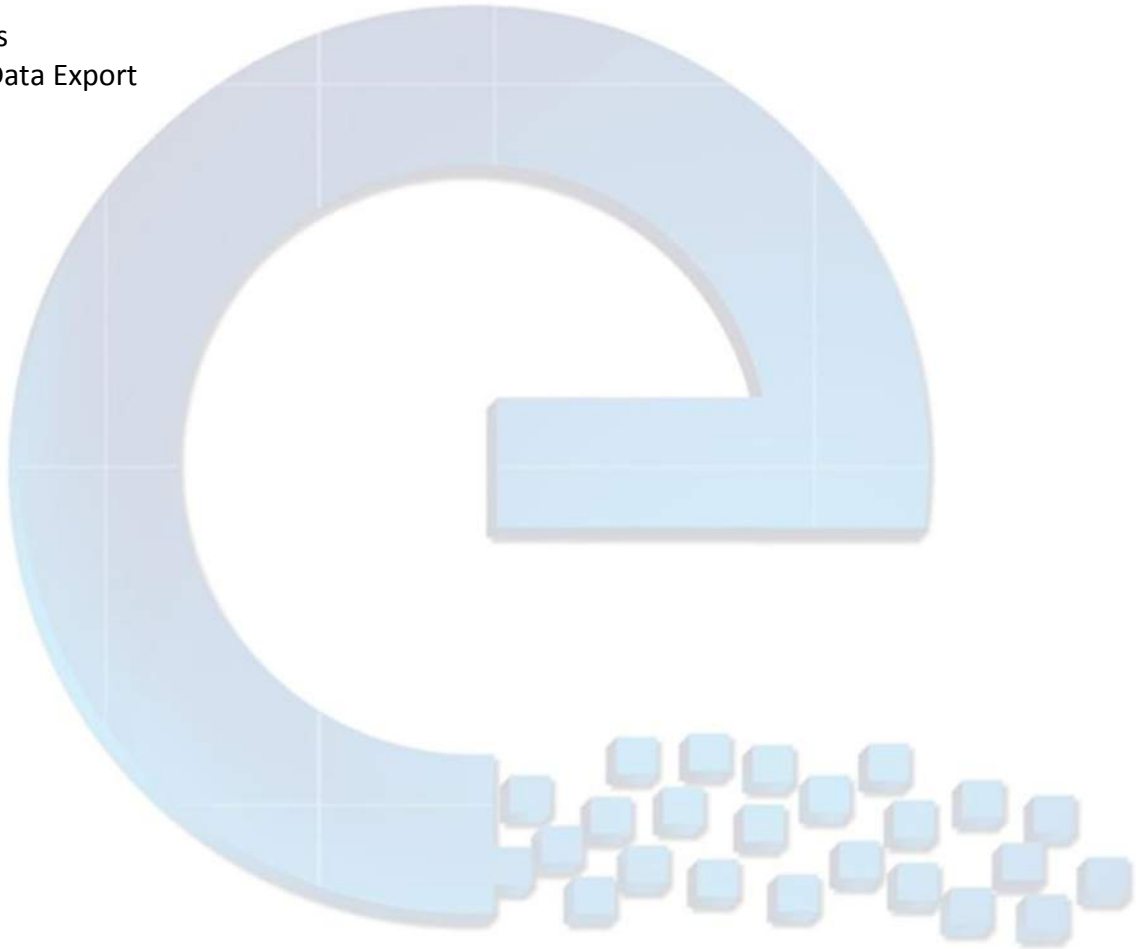
4- Retrieving Information  
Main Operations  
Queries





5- Objects  
Forms

6- Outputs  
Reports, Data Export  
Printing



ENGO SOFT

