



ECDL (version 5)

Designed for: The course will benefit anyone wanting to enhance their career through essential skills in widely used software. It will benefit anyone wanting national or international qualifications: an excellent range of qualifications is available at Level 1, Level 2, ECDL, ITQ. The material fully meets the ECDL version 5 syllabus and is ECDL Foundation approved. The course comes on an interactive DVD, giving extra flexibility.

Prerequisites: None

Objectives: To enable learners to gain fundamental computing skills. Learners can choose to learn about programs from Microsoft Office 2003 or Microsoft Office 2007

Course Content

Module 1 Security for IT Users

- System Performance Security
- Information Security
- Technology Security
- Guidelines and Procedures
- Data Security

Module 2 IT User Fundamentals

- Operating System
- File Management
- Maintain Systems
- Print Management
- Health and Safety
- Security
- Law

Module 3 Word Processing (Using Microsoft Word)

- Word Basics
- Additional Features
- Formatting Text
- Formatting Pages
- Working with Tables
- Working with Objects
- Using Mail Merge

Module 4 Spreadsheet Software

(Using Microsoft Excel)

- Introducing Workbooks
- Additional Features
- Customising Worksheets
- Customising Printing
- Working with Formulas
- Working with Charts

Module 5 Database Software (Using Microsoft Access)

- Introducing Access
- Working in Access
- Working with Tables
- Managing Data
- Using Forms
- Working with Records
- Working with Queries
- Getting started with Reports
- Enhancing Reports

Module 6 Presentation Software

(Using Microsoft PowerPoint)

- PowerPoint Basics
- Modifying Presentations
- Working with Images
- Working with Objects
- Working with Tables
- Working with Charts
- Finalising a Presentation
- Giving a Presentation

Module 7 Using Email and the Internet

- Navigating the Web
- Searching the Web
- Using Favourites
- Customising Web Browser
- Outlook Basics
- Outlook Tools
- Modifying E-mails
- Saving and Printing E-mails
- Organizing E-mails
- Updating Address Books

Improving Productivity using IT Skills

- Planning, Selecting and Using IT Systems
- Reviewing Ongoing Use of IT
- Developing Solutions to Improve Productivity

Benefits

- Increase your career prospects by learning how to confidently use current, widely used programs
- Gain one or more nationally / internationally recognised qualifications - Level 1, Level 2, ECDL, ITQ
- The flexibility and value of a self-study course designed to enable you to work at your own pace

Course duration: ECDL standard 240-260 hrs; ECDL Level 1 80-100 hrs. ECDL Level 2 150-170 hrs. (These are estimates. Actual course length will depend on the individual).

What next: Pitman Training Diploma or further Microsoft courses