

INFORMATION, COMMUNICATION TECHNOLOGY

ECDL (European Computer Driving Licence)

The ECDL Extra Level 2 ITQ Certificate

The European Computer Driving Licence® (or ECDL®) is the European-wide qualification which enables people to demonstrate their competence in computer skills. **ECDL Extra consist of four module tests, which lead to the Level 2 ITQ Certificate.**

The four modules that make up the ECDL are:

- Presentation
- Spreadsheets
- Word Processing
- Improving Productivity Using IT*

*The Improving Productivity Using IT unit is a standalone unit and therefore cannot presume which of the IT User units a learner may have taken previously. Assignments / scenarios have been created for each of the following common software applications Word Processing, Spreadsheets and Presentations.

Please note:

The school will register and enter students for the four modules on this course. Students will have the opportunity to resit any failed module (a maximum of 2 resit attempts are allowed). However, the school must pass on the cost of any resit which currently stands at £10. Letters informing students about resits will be issued usually within a week of taking the original test and payment should be made using the ParentPay® scheme.

Testing

Students will be provided with a Candidate number and password which will allow access to the Litmus Learning Website. Examinations in ALL modules will be undertaken in class time throughout the year. Resit examinations in ALL modules will be undertaken outside class time: either after school or at lunchtime. This site also provides sample practice tests which may be repeated without restriction. It also provides a record of the modules which a student has taken and the results obtained. This site may (and should) be accessed from home.

Full information regarding the ECDL syllabus, the qualification and testing can be found at www.ecdl.com

Content Outlines

Presentation

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. This course describes how to meet European Computer Driving Licence (ECDL) objectives using Microsoft Word on a personal computer that uses a Windows operating system. The ECDL test can be taken with any word processing application, and although this course demonstrates a specific application, the tasks it teaches can be applied to other applications as well.

Objectives:

After completing this course, students will be able to:

- Using the Application – Working with Presentations, Enhancing Productivity.
- Developing a Presentation – Presentation Views, Slides, Master Slide.
- Text – Handling Text, formatting, Lists, Tables.
- Charts - Using charts, Organization Charts.
- Graphical Objects - Insert, Manipulate, Drawing.
- Prepare Outputs – Preparation, Check and Deliver.

Topics:

- 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 organizational charts
- Drawing objects
- Editing drawn objects
- Copying, moving, and deleting objects
- Adding slide show effects
- Preparing presentations
- Printing and delivering a presentation

Spreadsheet

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. This course describes how to meet European Computer Driving Licence (ECDL) objectives using Microsoft Word on a personal computer that uses a Windows operating system. The ECDL test can be taken with any word processing application, and although this course demonstrates a specific application, the tasks it teaches can be applied to other applications as well.

Objectives:

After completing this course, students will be able to:

- Using the Application – Working with Spreadsheets, Enhancing Productivity.
- Cells - Insert, Select, Edit, Sort, Copy, Move, Delete.
- Managing Worksheets – Rows and Columns, Worksheets
- Formulas and Functions – Arithmetic Formulas, Functions.
- Formatting – Numbers/Dates, Contents, Alignment, Border effects.
- Charts - Create, Edit.
- Prepare Outputs - Setup, Check and Print.

Topics:

- Opening and closing spreadsheets
- Creating and saving spreadsheets
- Using help
- Adjusting settings
- Cells
- Rows and columns
- Editing data
- 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

Word Processing

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. This course describes how to meet European Computer Driving Licence (ECDL) objectives using Microsoft Word on a personal computer that uses a Windows operating system. The ECDL test can be taken with any word processing application, and although this course demonstrates a specific application, the tasks it teaches can be applied to other applications as well.

Objectives:

After completing this course, students will be able to:

- Using the application – Working with Documents, Enhancing Productivity.
- Document Creation - Enter Text, Select, Edit.
- Formatting – Text, Paragraphs, Styles.
- Objects - Table Creation, Table Formatting, Graphical Object.
- Mail Merge - Preparation, Outputs.
- Prepare Outputs – Setup, Check and Print.

Topics:

- 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
- Working with paragraphs
- Working with lists and borders
- Document formatting
- Headers and footers
- Creating tables
- Working with tables
- Inserting pictures, images, and charts
- Working with pictures, images, and charts
- Mail merge
- Preparing documents for output
- Printing documents

Improving Productivity Using IT

Summary:

Following the ECDL (Version 5 Vista|Windows 7/Office 2007), this module will help learners understand some of the main concepts of Word Processing, Spreadsheets, Presentations and how to use Word Processing, Spreadsheets and Presentations on a computer. The learner, once the course is completed, will be able to create and modify tables, queries, forms, reports and prepare outputs ready for distribution by using a query and the sort tools available in the package provided.

Objectives:

After completing this course, students will be able to:

- Plan and Select
- Create Solution
- Review and adapt
- Develop and Test

Topics:

- Prupose
- Application choice
- Justification
- Planning
- Factors
- Local constraints
- Legal constraints
- Create a soulution
- Macros
- Shortcuts
- Review techniques
- Analyse
- Review outcomes

- Improvements
- Review benefits
- Develop solutions
- Test solution

The courseware for each module is provided on the School System (a copy may be accessed from the intranet)

- Each Part is broken down into Examples.
- The Examples are based on classroom related documents.
- Each Example is broken down into a series of Exercises.
- The Exercises cover the steps necessary to create the document in the current Example.
- Each Exercise is written in a click-by-click format.
- The Exercises cover the full range of the ECDL syllabus skill requirements for this module. It is important that learners complete this module in full, in order to have covered all of the syllabus requirements for the Module.

All students will have access to one computer each and will receive one 1hr lesson per week. In order to deliver ECDL skills in the classroom, teachers will use engaging exemplars to enable them to deliver the ECDL syllabus to the pupils in a context that is totally relevant to them. ECDL for Students courseware includes click-by-click instruction for each exercise. Onscreen tutorial software will also be available to students to provide them with additional training opportunities.

Students must be prepared for a brisk pace and for consolidation and additional work to be undertaken outside the classroom