

# ECDL Essentials Certificate

**11 Week course - 4 modules**

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## **Computer Essentials**

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

- Understand key concepts relating to ICT, computers, devices and software.
- Work effectively on the computer desktop using icons, windows.
- Adjust the main operating system settings and use built-in help features.
- Know about the main concepts of file management and be able to efficiently organise files and folders.
- Understand storage concepts and use software to compress and extract large files.
- Understand network concepts and connection options.
- Understand the importance of protecting data and devices from malware, and the importance of backing up data.
- Recognise considerations relating to green IT, accessibility, and user health.

## **Word Processing**

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.
- Apply different formats to documents to enhance them; 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.

## **Spreadsheets**

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.
- Recognise error values in formulas.
- Format numbers and text content in a spreadsheet.
- Create, and format charts to communicate information meaningfully.
- Adjust spreadsheet page settings.
- Printing spreadsheets.

## **Online Essentials**

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

- Understand web browsing and online security concepts.
- Use the web browser and manage browser settings, bookmarks, and web outputs.
- Search effectively for online information and critically evaluate web content.
- Understand key copyright and data protection issues.
- Understand concepts of online communities, communications and email.
- Send, receive e-mails and manage email settings.
- Organise and search emails and use calendars.

**For further information go to: <https://www.ecdl.ie>**