

This Training Needs Analysis is designed to ensure that the training you receive is relevant to your needs. It will help determine the mode of learning and the time required to become competent in each module subject.



- Please complete the following details and return to us at:
Borders Learning Centre, Interalia, 26 High Street, Hawick TD9 9EH

Title

Name

Home Address

.....

.....

Post Code Telephone:

Date of Birth Email:

- Please complete the following employment details

Business Name

Job Title / Position

(Department)

Tel No/Ext

- Please complete the following indicating which software applications you use.

Software Application	Often	Sometimes	Never	Software Name/Version
Word Processing				
Spreadsheets				
Databases				
Presentations				
E-mail				
World Wide Web				
Organising/backing up files				

The following pages list the Topics, Tasks and Features covered by the European Computer Driving Licence. In total there are 7 modules split into Driving Lessons.

- For each task or feature, please indicate your level of knowledge by putting ✓ in the appropriate box.

1: No Knowledge

2: Some Knowledge

3: Competent

For Office Use Only:
ID Check 1:

ID Check 2:

Module 1 – Basic Concepts of IT

	1: No Knowledge	2: Some Knowledge	3: Competent		
Section		Driving Lesson	1	2	3
1 General Concepts		Types of Computer Main Parts of a PC Hardware/Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Hardware		Central Processing Unit Input Devices Output Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Storage		Storage Devices Types of Memory Measuring Memory Computer Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Software		Operating System Application Software Systems Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Information Networks		LAN and WAN The Telephone Network The Internet Intranets and Extranets Electronic Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 The Use Of IT in Everyday Life		Computers at Work The Electronic World	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Health and Safety Environment		Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Security		Security Issues Computer Viruses Copyright The Data Protection Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Module 2 Using The Computer and Managing Files

1: No Knowledge

2: Some Knowledge

3: Competent

Section

Driving Lesson

1 2 3

3 Print Management

Printers
Add a New Printer
Print Jobs

4 Running Applications

Run an Application
Entering and Formatting Text
Saving Text
Print a Document
Using Print Screen
Switch Between Applications
Closing an Application
Install/Uninstall an Application
Create a Desktop Shortcut Icon
Use Desktop Icons
Create a Menu Shortcut

5 Using Compress

File Compression
Compress Files
Uncompress Files

6 Virus Control

Computer Viruses
Virus Protection
Virus Protection Applications

7 The Control Panel

Control Panel
Date/Time
Display Options
Screen Saver
Settings and Effects
Sound and Multimedia

Module 3 – Word Processing

1: No Knowledge

2: Some Knowledge

3: Competent

Section

Driving Lesson

1 2 3

1 Getting Started

Starting Word
Layout of the Word Screen
The Menus and Toolbars
Help
The Office Assistant

2 Documents

Entering Text
Saving Documents
Closing a Document
Creating a New Document
Open an Existing Document
Views
Saving in a Different Format
Save as HTML

3 Editing Text

Inserting and Deleting Text
Select Words and Sentences
Select Lines and Paragraphs
Symbols
Undo and Redo
Show/Hide Characters
Soft Carriage Returns

4 Printing

Previewing a Document
Printing a Document

5 Formatting Text

Underline, Bold and Italic
Formatting of Selected Text
Fonts and Text Size
Changing Text Appearance
Subscript and Superscript
Changing Case
Format Painter
Cut, Copy and Paste

6 Tools

Spelling Checker
Add to Dictionary
Hyphenation
Searching a Document
Replace
Zoom Control
Preferences

Module 3 – Word Processing

1: No Knowledge

2: Some Knowledge

3: Competent

Section

Driving Lesson

1 2 3

7 Formatting Paragraphs

Alignment
 Indenting Paragraphs
 Advanced Indentation
 Bullets and Numbering
 Line Spacing
 Spacing Between Paragraphs
 Tab Settings
 Tab Alignment
 Adding Borders

8 Multiple Documents

Switch Between Documents
 Cut, Copy, Paste Between Documents
 Headers and Footers
 Page Numbering

9 Tables

Tables
 Entering Text
 Selecting Cells
 Changing Column Width/Row Height
 Inserting and Deleting Rows/Columns
 Table Borders/Shading

10 Document Manipulation

Document Setup
 Page Breaks
 Styles

11 Mail Merge

Creating the Main Document
 Creating a Data Source
 Creating a Data Source
 Editing the Main Document
 Merging

12 Objects

Inserting a Picture
 Inserting Charts
 Move and Resize Objects
 Copy and Paste Objects
 Cut and Paste Objects

Module 4 – Spreadsheets

1: No Knowledge

2: Some Knowledge

3: Competent

Section	Driving Lesson	1	2	3
1 Getting Started	Starting Excel			
	The Excel Screen			
	Menus			
	Toolbars			
	The Worksheet Window			
	Moving Around			
	Help			
	The Office Assistant			
	Preferences			
	Closing Excel			
2 Open and Close Workbooks	Opening a Workbook			
	Closing a Workbook			
	Using Scroll Bars			
	Opening Multiple Workbooks			
3 Creating & Saving Workbooks	Starting a New Workbook			
	Entering Labels			
	Entering Numbers			
	Saving a New Workbook			
	Saving a Named Workbook			
	Saving in Different Formats			
4 Formulas	Formulas			
	Brackets			
	AutoSum			
	Checking for Errors			
5 Workbooks	Multiple Worksheets			
	Switch Between Open Workbooks			
	Renaming Sheets			
	Copying and Moving Sheets			
	Inserting and Deleting Sheets			
6 Editing	Editing Cells			
	Delete Cell Contents			
	Using Undo and Redo			
	Ranges			
	Using the Fill Handle			
	Duplicating Cells			
	Moving Cells			
	Finding Specific Text			
	Replacing Text			
	Sorting			

Training Needs Analysis

Module 5 – Database

1: No Knowledge

2: Some Knowledge

3: Competent

Section

Driving Lesson

1 2 3

1 Databases

Database Principles
Starting Access
Menus and Toolbars
Help
Opening an Existing Database
The Database Window
Closing Tables, Databases and Access

2 Tables

Moving Using the Mouse & Keyboard
Creating a New Database - Designing & Planning
Creating a Table Structure
Format Field Property
Entering Data in a Table
Defining a Primary Key
Indexes
Editing Field Properties
Validation Rules/Text
Previewing and Printing a Table
Printing From a Table
Adding a New Field to an Existing Table
Deleting a Table

3 Table Relationships

Table Relationships
Applying Relationships
Creating a One-to-One Relationship
Referential Integrity
Updating and Deleting Records

4 Editing

Changing Column Width
Moving Columns
Finding Specific Data
Using Wildcards
Editing Data
Undo
Further Editing
Adding/Deleting Records
Editing Shortcuts

Module 5 – Database

1: No Knowledge

2: Some Knowledge

3: Competent

Section

Driving Lesson

1 2 3

5 Sorting and Filtering

Sorting Data
Using Filters
Filters: Excluding Selection
Filter For

6 Queries

Querying a Table
Sorting and Saving Queries
Printing Query Results
Querying Related Tables
Editing Queries
Ranges of Values
Non-Matches
And Queries
Or Queries
Deleting a Query

7 Forms

Forms
AutoForm
Form Wizard
Designing a Form
Editing Form Design
Sorting and Editing Data
Filtering a Form
Printing from a Form
Deleting a Form

8 Reports

AutoReport
Grouped Report Wizard
Modifying a Report
Other Calculations in Reports
Printing from a Report
Deleting a Report

Training Needs Analysis

Module 6 – Presentation

1: No Knowledge

2: Some Knowledge

3: Competent

Section

Driving Lesson

1 2 3

1 Getting Started

Starting PowerPoint
The PowerPoint Screen
Presentations
The Menus & Toolbars
Help
Preferences
Closing PowerPoint

2 Slides & Presentations

Views
Slide View
Outline View
Slide Sorter View
Notes Page View
Slide Show
Saving a Presentation
Closing a Presentation
Opening Presentations
New Presentations
Creating a Presentation
Adding and Deleting Slides
Changing Slide Layout
Background Colour

3 Formatting

Formatting: Font & Size
Undo and Redo
Applying Text Effects
Alignment, Spacing & Case
Bullets
Cut & Paste
Copy & Paste

Module 6 – Presentation

1: No Knowledge

2: Some Knowledge

3: Competent

Section

Driving Lesson

1 2 3

3 Formatting (continued)

Preset Animation
 Custom Animation
 Spell Checking
 Master Pages
 Headers & Footers

4 PowerPoint Objects

Organisation Charts
 Modify Organisation Chart
 Inserting Images
 Animating Images
 Charts
 Drawing & Objects
 Rotate or Flip Objects
 Move, Resize & Copy Objects
 Arranging Objects
 Colours and Lines
 Importing Images

5 Slide Shows

Output Format
 Slide Design
 Setting Up a Slide Show
 Slide Transition
 The Presentation
 Printing

Module 7 – Information & Communication

1: No Knowledge

2: Some Knowledge

3: Competent

Section

Driving Lesson

1 2 3

1 Getting Started

Internet Theory
 Internet Explorer
 Connecting to the Internet
 Reconnecting
 Browser Help
 Internet Explorer Screen Views
 Displaying Images
 Framed Web Pages
 Closing the Browser

2 Navigation

Using Hyperlinks
 Back and Forward Buttons
 Using Web Addresses
 Favourites
 Organising Favourites
 The Explorer Favourites Bar
 Stop and Refresh Downloads

3 Browsing the Web

Search Engines
 Search Criteria
 Subject Directories
 The Explorer Search Bar
 Finding Text
 General Options

4 Saving and Printing

Saving a Web Page
 Page Setup
 Printing a Web Page
 Printing a Search Result
 Downloading Files

Module 7 – Information & Communication

1: No Knowledge

2: Some Knowledge

3: Competent

Section

Driving Lesson

1 2 3

5 Outlook Express

Using Outlook Express
E-mail Help
Changing Screen Display
Closing Outlook Express

6 Message Editing

Creating a Message
Cut, Copy and Paste Messages
Cut, Copy and Paste from Word
Spell Checker
Applying a Signature

7 Send and Receive

Sending Messages
Open and Read Messages
Attaching Files
Open and Save a File Attachment
Changing Message Priority
Reply to / Forward Messages
Address Book
Add Sender to Address Book
Distribution Lists

8 Message Management

Printing a Message
Deleting Messages
Creating Inbox Folders
Organising Messages
