

# European Computer Driving Licence Standard ECDL



**ECDL**  
European Computer  
Driving Licence

The **ECDL** syllabus is designed to cover the key concepts of computing, its practical applications and their use in the workplace and society.

It is broken down into seven modules, each of which must be passed before an ECDL certificate is awarded.

Once a candidate is registered at an Approved Centre, a logbook listing all 7 modules is issued. The modules may be taken in any order - even all at once - offering maximum flexibility. When all 7 modules have been successfully passed, a certificate will be produced.

## **Module 1 Basic Concepts of Information Technology (Theory)**

- General Concepts
- Hardware
- Basic System Maintenance
- System Interrogation
- The Use of IT in Everyday Life
- Health and Safety, Environment
- Security
- Copyright and the Law

## **Module 2 Using the Computer & Managing Files**

- Computer Environment
- Desktop
- Managing Files
- Viruses
- Print Management

## **Module 3 Word Processing**

- Using the Application
- Main Operations
- Formatting
- Objects
- Mail Merge
- Prepare Outputs

## **Module 4 Spreadsheets**

- Using the Application
- Cells
- Worksheets
- Formulas and Functions
- Formatting
- Charts/Graphs
- Prepare Outputs

## **Module 5 Databases**

- Using the Application
- Tables
- Forms
- Retrieving Information
- Reports
- Prepare Outputs

## **Module 6 Presentation**

- Using the Application
- Developing a Presentation
- Text and Images
- Charts/Graphs, Drawn Objects
- Slide Show Effects
- Prepare Outputs

## **Module 7 Information and Communication**

- The Internet
- Web Navigation
- Web Searching
- Electronic Mail
- Messaging
- Mail Management

*"Being able to work at my own pace to gain my ECDL worked well for me. I learnt many new skills which has made my job that little bit easier"*

Michelle Harrow, Eildon Housing Association Ltd



# interalia

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