COMPUTER SKILLS

ECDL (The European Computer Driving Licence) is the world's leading computer skills certification. The ECDL programme defines the skills and competencies necessary to use a computer and common computer applications. http://ecdl.org/about-ecdl/.

Base modules

Base modules certify skills that are considered essential skills - together they form the set of skills and knowledge that are crucial for all, which is why they are considered essential. The four Base modules are:

Computer Essentials - skills and concepts relating to the use of devices, file creation and management, networks and data security. http://ecdl.org/about-ecdl/computer-essentials

Online Essentials - skills and concepts relating to web browsing, effective information search, online communication and e-mail. http://ecdl.org/about-ecdl/online-essentials

Word Processing – skills to accomplish everyday tasks associated with creating, formatting and finishing word processing documents, such as letters, CVs, and other documents. http://ecdl.org/about-ecdl/word-processing

Spreadsheets – skills to perform tasks associated with developing, formatting, modifying and using a spreadsheet, to use standard formulas and functions, and to competently create and format graphs or charts. http://ecdl.org/about-ecdl/spreadsheets

Intermediate modules

Presentation – create professional standard presentations. Perform tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution. http://ecdl.org/about-ecdl/presentation

Using Databases – use a desktop database effectively. Understand the main concepts of databases and demonstrate the ability to use a database application: creating and modifying tables, queries, forms and reports, and preparing outputs ready for distribution. Learning to relate tables and to retrieve and manipulate information from a database by using query and sort tools. http://ecdl.org/about-ecdl/using-databases

Web Editing – enables you to understand the key web editing and publishing concepts, and to design, create, upload, and maintain a static website. http://ecdl.org/about-ecdl/web-editing

Image Editing – acquire the skills and knowledge to use a variety of programmes to manipulate images, and prepare an image for printing or for publishing on the Web. http://ecdl.org/about-ecdl/image-editing

IT Security – learn how to keep your and your organization's data safe, and how to be safe online, including secure social media use. http://ecdl.org/about-ecdl/it-security

Online Collaboration – develops the concepts and skills relating to the setup and use of online collaborative tools, calendars, social media, web meetings, learning environments, mobile technology, and cloud computing. http://ecdl.org/about-ecdl/online-collaboration