

ECDL (European Computer Driving Licence)

This is the professionally-written route to gaining your ECDL (European Computer Driving Licence) qualifications - an ECDL course split into modules to give you the options you need to suit your qualification needs and future career plans.

All our modules are approved by the ECDL Foundation and the British Computer Society (BCS).

Our ECDL training is based on self-study - giving you the flexibility to train at a time and a pace which suits you and ECDL certifications from Pitman Training are recognised not only nationally but internationally too.

Once your training is complete, you will be in a position to sit the ECDL tests - the widely recognised ECDL qualifications include ECDL, ECDL Essentials (Level 1), ECDL Extra (Level 2) and ITQ.

Designed for

ECDL is aimed at those looking to gain a good basic understanding of computers and some of the most common software packages such as Microsoft Word, Excel and PowerPoint. This course is suitable for beginners.

Aims and Objectives

To become proficient in the use of a PC and the most commonly used software packages, Microsoft Office, through a series of practical modules. Meaning you can confidently say to employers that you really do have the knowledge they require. ECDL is recognised nationally and internationally so you can be assured that the skills you learn during this course will stand out on your CV.

Prerequisites

None

Course Content

Module 1: Security for IT Users, System Performance Security, Information Security, Technology Security, Guidelines and Procedures, Data Security.

Computer Essentials: Key concepts relating to ICT, computers, devices and software, system settings, built-in help features. file management. storage concepts, utility software, network concepts, protecting data and devices from malware, backing up data. accessibility and user health.

Module 3: Word Processing (Using Microsoft Word), Word Basics, Additional Features, Formatting Text, Formatting Pages, Working with Tables, Working with Objects, Using Mail Merge.

Module 4: Spreadsheet Software (Using Microsoft Excel), Introducing Workbooks, Additional Features, Customising Worksheets, Customising Printing, Working with Formulas, Working with Charts.

Module 5: Database Software (Using Microsoft Access), Introducing Access, Working in Access, Working with Tables, Managing Data, Using Forms, Working with Records, Working with Queries, Getting started with Reports, Enhancing Reports.

Module 6: Presentation Software (Using Microsoft PowerPoint), PowerPoint Basics, Modifying Presentations, Working with Images, Working with Objects, Working with Tables, Working with Charts, Finalising a Presentation, Giving a Presentation.

Online Essentials: Web browsing and online security concepts, web browser and manage browser settings, bookmarks, and web outputs, searching for online information and critically evaluate web content, key copyright and data protection issues, concepts of online communities, communications and e-mail, manage e-mail settings, organise and search e-mails and use calendars

Improving Productivity using IT Skills: Planning, Selecting and Using IT Systems, Reviewing Ongoing Use of IT, Developing Solutions to Improve Productivity.

Benefits

- Increase your career prospects by gaining skills in current, widely used programs
- Gain one or more nationally / internationally recognised qualifications - Level 1, Level 2, ECDL, ITQ
- The flexibility and value of a self-study course - work at your own pace

Course duration: Approx. 115hrs

The CPD Standards Office
CPD PROVIDER: 21121
2014 - 2016
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Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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