

Course Overview

The International Computer Driving Licence (ICDL) program is a practical, flexible and cost-effective way of learning, testing and certifying basic computer skills.

Widely recognised as the international benchmark for core computer skill qualification, the acceptance of the ICDL continues to grow strongly in over 138 countries. In Libya, the ICDL is supported by a growing number of government agencies, education institutions and leading organisations. Over 4.6 million ICDL participants are testament to the effectiveness of the program in certifying real ICT skills for the real world.

ICDL



No	Course	Duration
1	Concepts of Information Technology (IT)	20
2	Using the Computer & Managing the Computer Files	20
3	Word Processing	20
4	Spreadsheets	20
5	Databases	20
6	Presentation	20
7	Information and Communication	20
	Total Hours	140

Course Outline

Module 01

- Identify parts of the Computer
- Identify types of Computers
- Hardware and Software
- Networks and their components
- Security, Copyrights and privacy issues

Module 02

- Understand the basic concepts of files, folders and disks
- Managing a filing system using Windows XP
- Customizing the Computer e.g. backgrounds, screensavers and Appearances
- Use WordPad to create, save and print a file.

Module 03

- Using MS Word
- Create and Edit documents
- Copy and Move text.
- Formatting of Documents
- Tables
- Mail Merge

Module 04

- Using MS Excel
- Create and Edit a Spreadsheet
- Copy and Move text
- Formatting of Spreadsheets
- Formula and Functions
- Charts

Module 05

- Using MS Access
- Database Fundamentals
- Create Tables
- Create a Basic Form
- Create and Manage Queries and Reports

Module 06

- Using MS PowerPoint
- Create and Edit slides
- Work with Templates, Slide Master and Colour Schemes
- Inserting Tables, Charts and Organizational Charts
- Create and run a Slide Show

Module 07

- Using MS Explorer
- Search Techniques
- Retrieving Information from the internet.
- Downloading Programs from the internet
- Create and manage E-Mail Messages
- Attaching files to an E-Mail Message.
- Managing the Address Book

Prerequisites: None.

