

ECDL Full Course Content

Module 1

1. Getting Started

- 1.1.Computer Terms
- 1.2.Computer Hardware
- 1.3.Computer Accessories
- 1.4.Memory and Storage
- 1.5.Computer Software

2. Using Information Technology

- 2.1.Using Networks
- 2.2.The Internet and Email

3. Computers In Everyday Life

- 3.1.Home, Work and Education
- 3.2.Computers in Everyday Life
- 3.3.Working Safely with Computers
- 3.4.Protecting Your Work
- 3.5.Protecting Your PC

4. Legal Issues

- 4.1.Copyright
- 4.2.The Data Protection Act

Module 2

5. The Desktop

- 5.1.Introduction to the Desktop
- 5.2.Desktop Icons
- 5.3.The Desktop Settings

6. Finding Out More

- 6.1.Using Help
- 6.2.System Information and Settings

7. Working With Files And Folders

- 7.1.Drives, Files and Folders
- 7.2.Windows Explorer
- 7.3.My Computer
- 7.4.Changing Your View
- 7.5.Navigating Your Folders

8. Managing Your Files

- 8.1. File Management
- 8.2. File Compression
- 8.3. Deleting and the Recycle Bin
- 8.4. Finding Files
- 8.5. Using Floppy Disks

9. Programs And Printing

- 9.1. Starting Applications
- 9.2. Installing Software
- 9.3. Using Word
- 9.4. Printing

10. Viruses

- 10.1. Viruses

11. Appendices

- 11.1. Mouse Techniques
- 11.2. Computer Terminology

Module 3

1. Getting Started With Word

- 1.1. Starting Word and Opening Documents
- 1.2. Creating New Documents
- 1.3. Saving Documents
- 1.4. Saving into Another File Format
- 1.5. Adding New Text and Moving Around
- 1.6. Inserting Symbols and Special Characters
- 1.7. Removing Text
- 1.8. Working with Non-Printing Text
- 1.9. Switching Between Documents
- 1.10. Using Undo and Redo
- 1.11. Using Help

2. Changing The Way Word Works

- 2.1. Using Normal and Print Layout View
- 2.2. Using the Zoom Control
- 2.3. Showing and Hiding Toolbars
- 2.4. Changing Username and File Locations

3. Changing The Way Text Looks

- 3.1. Selecting Text
- 3.2. Changing the Font and Font Size
- 3.3. Applying Bold, Italic and Underline

- 3.4.Changing Text Case
- 3.5.Applying Special Effects to Text
- 3.6.Aligning Text on the Page
- 3.7.Copying the Way Text Looks
- 3.8.Hyphenation
- 3.9.Applying Borders to a Paragraph
- 3.10. Applying Shading to a Paragraph

4. Editing Your Document

- 4.1.Moving Text and Objects
- 4.2.Copying Text and Objects
- 4.3.Finding Text
- 4.4.Replacing Text

5. Changing The Layout

- 5.1.Changing the Line Spacing
- 5.2.Changing the Spacing Around Paragraphs
- 5.3.Creating Simple Bulleted Lists
- 5.4.Creating Simple Numbered Lists
- 5.5.Changing the Style of a Bulleted or Numbered List
- 5.6.Changing the Orientation and Paper Size
- 5.7.Changing the Margins
- 5.8.Adding and Deleting Page Breaks
- 5.9.Adding Text to the Header and Footer
- 5.10. Adding Fields to the Header and Footer
- 5.11. Adding Page Numbering

6. Indents And Tabs

- 6.1.Indenting Text from the Left Hand Side
- 6.2.Advanced Indents
- 6.3.Using the Tab Key
- 6.4.Setting Your Own Tabs
- 6.5.Deleting and Moving Tabs

7. Checking And Printing Your Document

- 7.1.Checking Your Document
- 7.2.Using the Automatic Spell Checker
- 7.3.Looking at a Document Before You Print
- 7.4.Printing a Document

8. Using Styles

- 8.1.Using Existing Styles
- 8.2.Using Outline View

9. Working With Objects In Word

9.1.Adding Pictures Using the Clipart Gallery

9.2.Adding Other Pictures

9.3.Charts

9.4.Resizing and Moving Objects

9.5.Deleting Objects

10.Working With Tables

10.1. Creating a Table

10.2. Moving Around and Adding Text to a Table

10.3. Selecting Parts of a Table

10.4. Inserting New Rows and Columns

10.5. Deleting Rows and Columns

10.6. Resizing Rows and Columns

10.7. Adding Borders to a Table

10.8. Adding Shading to a Table

10.9. Table AutoFormat

11.Mail Merge

11.1. Mail Merge: The Theory

11.2. Creating a Mail Merge Data Document

11.3. Creating a Mail Merge Main Document

11.4. Carrying Out a Mail Merge

Module 4

1. Getting Started

1.1.What Is Excel For?

1.2.Starting and Closing Excel

1.3.The Excel 2000 Screen

1.4.The Mouse Keeps Changing Shape

1.5.Creating a New Workbook

1.6.Opening and Closing Your Workbook

1.7.Selecting Cells

1.8.Moving Around a Spreadsheet

1.9.Entering Text and Numbers

1.10. Editing Cell Contents

1.11. Saving Your Workbook

1.12. Saving Other File Types

1.13. Undo and Redo – A Licence to Make Mistakes!

2. Changing The Way Excel Works

2.1.Changing the Zoom Control

2.2.Toolbars

2.3.Freezing Rows and Columns

2.4.Changing Basic Preferences

3. Changing The Way Cells Look

3.1.Changing the Number Format

3.2.Formatting the Font and Changing the Font
Size

3.3.Applying Shading Styles

3.4.Using the Format Painter

3.5.Changing Text Wrapping and Orientation

3.6.Changing the Alignment

3.7.Applying Borders

4. Editing A Spreadsheet

4.1.Inserting and Deleting Rows and Columns

4.2.Resizing Rows and Columns

4.3.Drag and Drop

4.4.Cut, Copy and Paste

4.5.Using AutoFill to Copy Text and Formulae

4.6.Find and Replace

4.7.Inserting, Deleting, Moving and Copying
Sheets

4.8.Sorting

4.9.Checking the Spelling

5. Creating Formulae

5.1.Formulae

5.2.Adding Numbers Up with AutoSum

5.3.Entering Simple Formulae

5.4.Using AutoFill to Copy Formulae

5.5.Error Messages

5.6.Using Absolute Cell References

5.7.Using Mixed Cell References

5.8.Using Functions

6. Charts

6.1.Creating Charts

6.2.Moving, Resizing and Deleting Charts

6.3.Formatting Charts

6.4.Using the Chart Toolbar

6.5.Changing Chart Options

6.6.Printing Charts

7. Changing The Layout And Printing

- 7.1. Checking Your Spreadsheet
- 7.2. Changing the Page Setup
- 7.3. Creating Headers and Footers
- 7.4. Printing Ranges and More than One Copy

Module 5

1. Database Basics

- 1.1. Starting and Closing Access
- 1.2. Opening a Database
- 1.3. Creating a New Database
- 1.4. Saving a Database
- 1.5. Closing a Database

2. Tables

- 2.1. Changing the View of a Table
- 2.2. Toolbars
- 2.3. Using Tables
- 2.4. Changing the Look of a Table
- 2.5. Creating Tables
- 2.6. Changing Table Design
- 2.7. Field Properties

3. Queries

- 3.1. Finding and Sorting Records
- 3.2. Adding Filters
- 3.3. Creating a Simple Query
- 3.4. Numbers, Dates and Wildcards
- 3.5. Adding Criteria to Queries
- 3.6. Sorting Queries
- 3.7. Showing/Hiding Fields
- 3.8. Running a Query
- 3.9. Saving and Closing a Query

4. Reports

- 4.1. Creating and Saving Reports
- 4.2. Summary Options on a Report
- 4.3. Changing the Design of a Report
- 4.4. The Parts of a Report
- 4.5. Adding Extras
- 4.6. Mailing Labels
- 4.7. Creating AutoReports

5. Forms

- 5.1.Using Forms
- 5.2.Creating a Form Using the Form Wizard
- 5.3.Changing Form Design
- 5.4.The Parts of a Form
- 5.5.Controls and Labels
- 5.6.Saving Design Changes to a Form

6. Relationships

- 6.1.What Are Relationships?
- 6.2.Creating a One to One Relationship
- 6.3.Creating a One to Many Relationship
- 6.4.Editing a Relationship

7. Printing

- 7.1.Printing Reports
- 7.2.Printing Tables And Queries
- 7.3.Printing Forms

8. Appendices

- 8.1.The Flow Chart of Database Design

Module 6

1. Getting Started

- 1.1.Using the Mouse
- 1.2.Using the Keyboard
- 1.3.Using the Keyboard to Edit Text
- 1.4.What Is PowerPoint?
- 1.5.Starting and Exiting PowerPoint
- 1.6.The PowerPoint Screen in Normal View
- 1.7.The Start-up Dialog Box
- 1.8.Creating a Presentation
- 1.9.Saving a Presentation
- 1.10. Opening and Closing a Presentation
- 1.11. Changing the Zoom Control

2. Basic PowerPoint 2000 Skills

- 2.1.Moving Around a Presentation
- 2.2.The Different Views of PowerPoint
- 2.3.Normal View
- 2.4.Adding Text to Slides
- 2.5.Creating New Slides
- 2.6.Slide Sorter View
- 2.7.Outline View

- 2.8. Page Setup
- 2.9. Printing Slides
- 2.10. Selecting Text and Placeholders
- 2.11. Moving, Resizing and Deleting Placeholders

3. Formatting Slides

- 3.1. Changing the Appearance of Text
- 3.2. Bullets and Numbering
- 3.3. Logos
- 3.4. Aligning and Indenting Text
- 3.5. Format Painter
- 3.6. Changing the Colour Scheme

4. Masters And Templates

- 4.1. Using the Master Slides
- 4.2. The Slide Master
- 4.3. The Title Master
- 4.4. The Handout Master
- 4.5. The Notes Master
- 4.6. Headers and Footers
- 4.7. Applying a Template
- 4.8. Creating from a Template

5. Speaker's Notes

- 5.1. Creating Speaker's Notes

6. Drawing Toolbar

- 6.1. Using the Drawing Toolbar
- 6.2. Formatting Shapes
- 6.3. Moving, Resizing and Deleting Shapes
- 6.4. Adding Text to Shapes
- 6.5. 3D and Shadow
- 6.6. Rotating and Ordering
- 6.7. Aligning, Spacing and Grouping
- 6.8. WordArt

7. ClipArt and Pictures

- 7.1. Adding Pictures to Slides
- 7.2. Moving, Resizing and Deleting Pictures
- 7.3. Customising Clipart

8. Checking a Presentation

- 8.1. Style Checker
- 8.2. Spell Checking
- 8.3. Finding and Replacing Text

9. Importing and Copying Text and Slides

- 9.1. Moving and Copying
- 9.2. Importing Text from Word
- 9.3. Importing Slides from Another Presentation

10. On-Screen Shows

- 10.1. Using Slide Show View
- 10.2. Adding Slide Transitions
- 10.3. Hiding Slides
- 10.4. Adding Animation to Slides
- 10.5. Creating Hyperlinks

11. Appendices

- 11.1. Toolbars

Module 7

12. Getting Started On The Web

- 12.1. Understanding the Web
- 12.2. Using Help
- 12.3. Changing the Display
- 12.4. Web Addresses
- 12.5. Using Links
- 12.6. Stop and Refresh
- 12.7. Web Security

13. Using Search Engines

- 13.1. Search Engines

14. Viewing And Saving Web Pages

- 14.1. Your Favourite Web Sites
- 14.2. Saving a Web Page
- 14.3. Image Files

15. Printing

- 15.1. Printing a Web Page
- 15.2. Page Setup

16. Getting Started With Outlook

- 16.1. Understanding Email
- 16.2. Email Security
- 16.3. Opening Outlook and the Inbox
- 16.4. Using Help in Outlook
- 16.5. Toolbars and Views

17. Working With Email

- 17.1. Creating and Sending an Email
- 17.2. Forwarding and Replying to an Email

17.3. Sending and Receiving Attachments

17.4. Moving and Copying Text

17.5. Checking Your Spelling

17.6. Printing Email

18.Organising Your Emails

18.1. Organising Your Emails

18.2. Deleting Email

18.3. Finding Messages

19.Working With Contacts

19.1. Creating Contacts

19.2. Distribution Lists