



ICDL Training

The training covers the following modules at basic, intermediate, and advanced levels.

Computer essentials, Word Processing, Spreadsheet, PowerPoint, Access Database, and Online Collaboration – Internet & email.

- 1. Computer Essentials** – the module covers the basic theoretical concepts of a computer to give the candidates an understanding of what a computer is and the components it is made up with. It also looks at safe use of a computer where candidates are made to appreciate cyber security, malware, and viruses and how to mitigate their impact on the computer hardware and information.

Category	Skills Set
Computers & devices	<ul style="list-style-type: none"> • ICT • Hardware • Software and licensing • Start up, shut down
	<ul style="list-style-type: none"> • Desktops and icons • Using windows • Tools and settings
Outputs & File Management	<ul style="list-style-type: none"> • Working with text • Printing • Introducing files and folders • Organising files and folders • Storage and compression
Networks	<ul style="list-style-type: none"> • Network concepts • Network access
Security & wellbeing	<ul style="list-style-type: none"> • Protecting data and devices • Malware • Health and green IT

2. Word Processing – a productivity software, which is used to write essays, also handles tables, pictures, and more illustrations like graphs.

Topic	Skills Set
Creating & Formatting Documents	
Creating Business Documents	<ul style="list-style-type: none"> • Using templates
Objects	<ul style="list-style-type: none"> • Table creation • Table formatting • Graphical objects
Mail Merge	<ul style="list-style-type: none"> • Labels, Letter, and emails
Preparing for outputs	<ul style="list-style-type: none"> • Setup • Check and print

3. Spreadsheet – A Microsoft productivity application that handles and process data, figures. Participants will be taught to process data, charts and manipulate text using Microsoft excel spreadsheet.

Topic	Skills set
Cells & using the Application	<ul style="list-style-type: none"> • Working with Spreadsheets • Enhancing Productivity <p>Insert, Select</p> <ul style="list-style-type: none"> • Edit, Sort • Copy, Move, Delete
Managing Worksheets	<ul style="list-style-type: none"> • Rows and Columns • Worksheets
Formulas & Functions	<ul style="list-style-type: none"> • Arithmetic Formulas • Functions
Formatting & Charts	<ul style="list-style-type: none"> • Numbers/Dates • Contents • Alignment, Border Effects <ul style="list-style-type: none"> • Create charts • Edit charts
Prepare Outputs	<ul style="list-style-type: none"> • Setup • Check and Print

4. PowerPoint – Participants will be made to understand and improve their proficiency in presentations designing concepts. They will be made to be competent in using Microsoft PowerPoint presentation software.

Topic	Skills set
Developing a presentation	<ul style="list-style-type: none"> • Working with Presentation • Enhancing Productivity

	<ul style="list-style-type: none"> • Presentation Views • Slides • Master Slide
Text & Charts	<ul style="list-style-type: none"> • Handling Text • Formatting • Tables • Using Charts • Organisation Charts
Handling graphical objects	<ul style="list-style-type: none"> • Insert, Manipulate • Drawing
Preparing outputs (presenter view, Speaker notes etc)	<ul style="list-style-type: none"> • Preparation • Check and Deliver
Intermediate to Advanced	More advanced concepts also covered

5. Database – The module covers the database concepts and introduces participants to demonstrate competence in using Microsoft access database.

Topic	Skills set
Understanding Database a7 Using the Application	<ul style="list-style-type: none"> • Key database Concepts • Database Organisation • Relationships • Working with Databases • Common Tasks
Tables	<ul style="list-style-type: none"> • Records • Design • Relationships
Retrieving Information	<ul style="list-style-type: none"> • Main Operations • Queries
Forms	<ul style="list-style-type: none"> • Using Forms
Outputs	<ul style="list-style-type: none"> • Reports, Data Export • Printing

6. Online Collaboration - this module sets out concepts and skills relating to the setup and use of online collaborative tools, such as storage, productivity applications, calendars, social media, web meetings, learning environments, and mobile technology

Topics	Skills Set
Collaboration concepts	<ul style="list-style-type: none"> • Key Concepts • Cloud Computing • Microsoft Teams • Zoom

	<ul style="list-style-type: none"> • Skype
Preparation for Online Collaboration	<ul style="list-style-type: none"> • Common Setup Features • Setup
Using Online Collaborative Tools	<ul style="list-style-type: none"> • Online Storage and Productivity Applications • Online Calendars • Social Media • Online Meetings • Online Learning Environments
Mobile Collaboration	<ul style="list-style-type: none"> • Key Concepts • Using Mobile Devices • Applications • Synchronisation

7. Advanced Excel – this presents participants with the opportunity to bring their spreadsheet skills to an expert level. It enables participants to master the more advanced functions of spreadsheet applications, enabling them to produce more sophisticated reports, and to perform complex mathematical and statistical calculations, thus saving time and improving productivity in the completion of tasks. Participants will be developed to be proficient in the following area:

- Apply advanced formatting options such as conditional formatting and customised number formatting and handle worksheets.
- Use functions such as those associated with logical, statistical, financial, and mathematical operations.
- Create charts and apply advanced chart formatting features.
- Work with tables and lists to analyse, filter and sort data. Create and use scenarios.
- Validate and audit spreadsheet data.
- Enhance productivity by working with named cell ranges, macros, and templates.
- Use linking, embedding, and importing features to integrate data.
- Collaborate on and review spreadsheets. Apply spreadsheet security features.
- Allows users to become more confident, efficient, and effective in using a spreadsheet application.
- Proves mastery of the application.
- Enables users to produce better reports with deeper data analysis.
- Improves user's productivity.

