



ICDL Syllabus Version 4.0

The Global Standard in Computer Skills Certification

SV4 Module Goals

Module 1 Concepts of Information Technology (IT), requires the Candidate to have an understanding of some of the main concepts of IT at a general level. The Candidate is required to understand the make-up of a personal computer in terms of hardware and software and to understand some of the concepts of Information Technology (IT) such as data storage and memory. The Candidate shall also understand how information networks are used within computing and be aware of the uses of computer-based software applications in everyday life. The Candidate shall appreciate health and safety issues as well as some environmental factors involved in using computers. The Candidate shall be aware of some of the important security and legal issues associated with using computers.

Module 2 Using the Computer and Managing Files, requires the Candidate to demonstrate knowledge and competence in using the common functions of a personal computer and its operating system. The Candidate shall be able to adjust main settings, use the built-in help features and deal with a non-responding application. He or she shall be able to operate effectively within the desktop environment and work with desktop icons and windows. The Candidate shall be able to manage and organise files and directories/folders, and know how to duplicate, move and delete files and directories/folders, and compress and extract files. The Candidate shall also understand what a computer virus is and be able to use virus-scanning software. The Candidate shall demonstrate the ability to use simple editing tools and print management facilities available within the operating system.

Module 3 Word Processing, requires the Candidate to demonstrate the ability to use a word processing application on a computer. The Candidate shall be able to accomplish everyday tasks associated with creating, formatting and finishing small sized word processing documents ready for distribution. He or she shall also be able to duplicate and move text within and between documents. The Candidate shall demonstrate competence in using some of the features associated with word processing applications such as creating standard tables, using pictures and images within a document, and using mail merge tools.

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Module 4 Spreadsheets, requires the Candidate to understand the concept of spreadsheets and to demonstrate the ability to use a spreadsheet application on a computer. The Candidate shall understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet of limited scope ready for distribution. He or she shall also be able to generate and apply standard mathematical and logical formulas using standard formulas and functions. The Candidate shall demonstrate competence in creating and formatting graphs/charts.

Module 5 Databases, requires the Candidate to understand some of the main concepts of databases and demonstrate the ability to use a database on a computer. The Candidate shall be able to create and modify tables, queries, forms and reports, and prepare outputs ready for distribution. The Candidate shall be able to relate tables and to retrieve and manipulate information from a database by using query and sort tools available in the package.

Module 6 Presentations, requires the Candidate to demonstrate competence in using presentation tools on a computer. The Candidate shall be able to accomplish tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution. He or she shall also be able to duplicate and move text, pictures, images and charts within the presentation and between presentations. The Candidate shall demonstrate the ability to accomplish common operations with images, charts and drawn objects and to use various slide show effects.

Module 7 Information and Communication, is divided in two sections. The first section, *Information*, requires the Candidate to understand some of the concepts and terms associated with using the Internet, and to appreciate some of the security considerations. The Candidate shall also be able to accomplish common Web search tasks using a Web browsing application and available search engine tools. He or she shall be able to bookmark Web sites, and to print Web pages and search outputs. The Candidate shall be able to navigate within and complete Web-based forms. In the second section, *Communication*, the Candidate is required to understand some of the concepts of electronic mail (e-mail), together with having an appreciation of some of the security considerations associated with using e-mail. The Candidate shall also demonstrate the ability to use e-mail software to send and receive messages, and to attach files to mail messages. The Candidate shall be able to organise and manage message folders/directories within e-mail software.