



European Computer Driving Licence

Revision Book

Name:

Module	Date You Passed Exam
Word Processing	
Spreadsheet Software	
Presentation Software	
IT Productivity	

Many jobs in business require basic IT competence, but what does this mean? Maybe you feel you use a PC efficiently, but how do you prove this? ECDL (European Computer Driving Licence) is a certificate that verifies your computer knowledge and practical computing skills.

Word processing	This unit develops the learner's ability to create word-processed documents: entering text, editing and formatting work, and using graphs, tables and pictures for a professional finish. The learner will also understand how to work more effectively using tools such as the spell-checker and mail merge.
Spreadsheet software	This ECDL unit helps learners to develop a working knowledge of spreadsheets, from entering data and formatting worksheets, through to creating charts and producing high-quality documents.
Presentation software	The presentation software unit introduces the learner to this important means of business communication. Upon completion, learners will be capable of producing high-quality presentations using a variety of tools, including charts, graphs and drawn objects.
Improving productivity using IT	The ITQ requires the inclusion of content that builds the learner's ability to work more effectively with IT. This unit looks at using tools to save time and effort when producing word-processed documents, presentations and spreadsheets.

Bydales School is an authorised ECDL testing centre. ECDL testing is carried out using computer-based software. You sit at a computer to take your test, your answers are marked and the results appear on screen.