

# COMPUTER LITERACY

ICDL—International Computer Driving License

The International Computers Driving License (ICDL) curriculum is the most comprehensive, user friendly software program for the development of Computer Literacy.

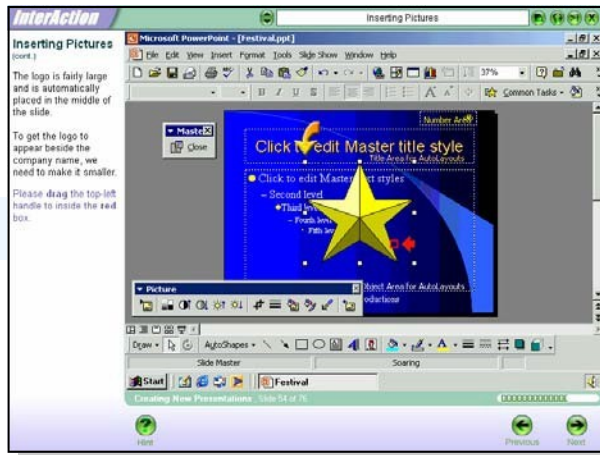
The content is based on the ICDL International Standard for Computer Literacy that is presently accepted in over 150 countries by employers, educational institutions and government agencies. An optional certification is available for all courses.

ICDL consists of 7 instructional courses covering over 120 topics with over 1200 hands-on activities (see reverse side). The curriculum offers over 35 hours of intensive step-by-step instruction in both visual and audio format. Companion workbooks are available.

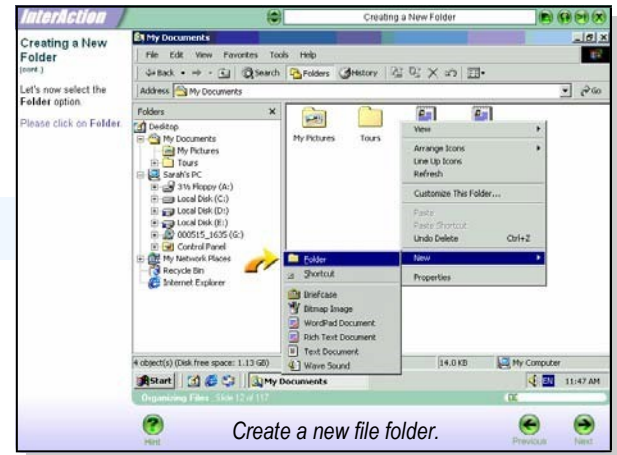
The software is so flexible that it can be offered on just about any platform; CD, single or multiple computers, LAN, Intranet, and Internet. It is also available with or without a management system.

ICDL uses the latest in learning technology by employing realistic contextual instruction, sequential instructions, and definitions for all technical words.

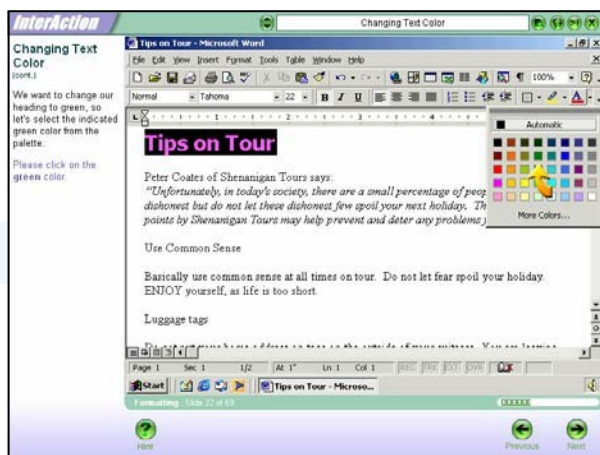
ICDL is a step-by-step computer-based training system that provides over 35 hours of interactive instruction and testing in 7 courses. Optional companion workbooks and nationally recognized certification are available.



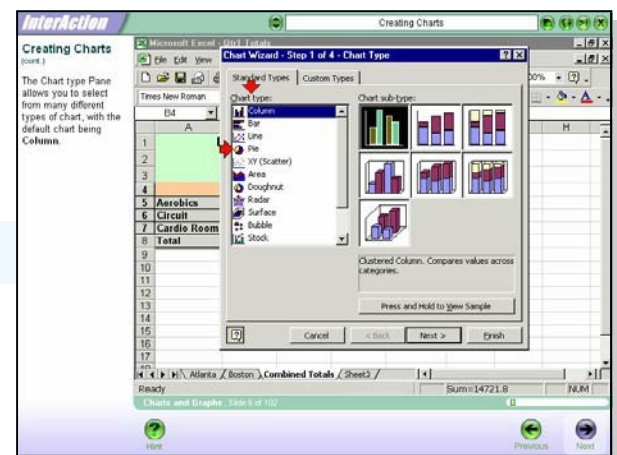
Create a dynamic presentation.



Create a new file folder.



Create a colorful document.



Create a chart from numbers.

## COURSE 1: BASIC CONCEPTS OF INFORMATION TECHNOLOGY

APPROX. TIME: 4 HOUR

- \* Getting Started
- \* Hardware
- \* Storage
- \* Software
- \* Information Networks
- \* Computers in Everyday Life
- \* IT and Society
- \* Security, Copyright and the Law

## COURSE 2: USING THE COMPUTER AND MANAGING FILES

APPROX. TIME: 8 HOURS

- \* Getting Started
- \* Desktop Environment
- \* Organizing Files
- \* Simple Editing
- \* Print Management

## COURSE 3: WORD PROCESSING

APPROX. TIME: 16 HOURS

- \* First Steps with Word processing
- \* Adjusting Basic Settings
- \* Document Exchange
- \* Inserting Data
- \* Selecting Data
- \* Copy, Move and Delete
- \* Search and Replace
- \* Formatting
- \* General Formatting
- \* Templates
- \* Applying Styles
- \* Headers and Footers
- \* Spelling and Grammar
- \* Document Setup
- \* Printing
- \* Tables
- \* Pictures and Images
- \* Importing Objects
- \* Mail Merge Techniques

## COURSE 4: SPREADSHEETS

APPROX. TIME: 14 HOURS

- \* First Steps with Spreadsheets
- \* Adjusting Basic Settings
- \* Document Exchange
- \* Inserting Data
- \* Copy, Move and Delete
- \* Search and Replace
- \* Rows and Columns
- \* Sorting Data
- \* Formulas and Functions
- \* Formatting Cells
- \* Proofing Tools
- \* Document Setup
- \* Printing
- \* Importing Objects
- \* Charts and Graphs

## COURSE 5: DATABASE

APPROX. TIME: 8 HOURS

- \* First Steps with Databases
- \* Adjusting Basic Settings
- \* Basic Operations
- \* Define Keys
- \* Creating Tables
- \* Modify Form Layout
- \* Creating a Query
- \* Filters
- \* Select and Sort
- \* Creating Reports

## COURSE 6: PRESENTATIONS

APPROX. TIME: 14 HOURS

- \* First Steps with Presentation Tools
- \* Adjusting Basic Settings
- \* Document Exchange
- \* Creating New Presentations
- \* Cut, Copy, and Paste
- \* Formatting Text
- \* Drawn Objects
- \* Charts
- \* Images and Other Objects
- \* Prepare for Distribution
- \* Delivering a Presentation
- \* Printing

## COURSE 7: INFORMATION AND COMMUNICATION

APPROX. TIME: 10 HOURS

- \* First Steps with the Internet
- \* Adjusting Basic Settings
- \* Web Navigation
- \* Search Tools
- \* Printing
- \* Bookmarking
- \* First Steps with Electronic Mail
- \* Adjusting Basic E-Mail Settings
- \* Sending a Message
- \* Reading a Message
- \* Handling Messages
- \* Using the Address Book
- \* Organizing Messages