



International Computer Driving License Curriculum

Course 1: Basic Concepts of Information Technology

(Total time: 69 minutes)

Topic	Duration	Outcome (Upon successful completion you should have an understanding of:)
Getting Started	12 Minutes	<ol style="list-style-type: none">1. Hardware/Software/Information Technology2. Types of Computer3. Main Parts of a Personal Computer
Hardware	6 Minutes	<ol style="list-style-type: none">1. Central Processing Unit2. Input Devices3. Output Devices
Storage	7 Minutes	<ol style="list-style-type: none">1. Memory Storage Devices2. Types of Memory3. Measuring Memory4. Computer Performance
Software	5 Minutes	<ol style="list-style-type: none">1. Types of Software2. Operating System Software3. Applications Software4. Systems Development
Information Networks	17 Minutes	<ol style="list-style-type: none">1. LAN and WAN2. The Telephone Network in Computing3. Electronic Mail4. The Internet
Computers in Everyday Life	5 Minutes	<ol style="list-style-type: none">1. Computers in the Home2. Computers at Work or in Education3. Computers in Daily Life
IT and Society	6 Minutes	<ol style="list-style-type: none">1. A Changing World2. A Good Workspace3. Health and Safety
Security, Copyright and the Law	11 Minutes	<ol style="list-style-type: none">1. Security2. Computer Viruses3. Copyright4. Data Protection Act



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Course 2: Using the Computer and Managing Files

(Total time: 185 minutes)

Topic	Duration	Outcome (Upon successful completion you should have an understanding of:)
Getting Started	55 Minutes	<ol style="list-style-type: none"> 1. Starting the computer 2. Shutting down the computer properly 3. Restarting the computer 4. The computer's basic system information 5. The computer's desktop configuration 6. Formatting a diskette 7. Using Application Help functions
Desktop Environment	25 Minutes	<ol style="list-style-type: none"> 1. Working with icons 2. Selecting and moving desktop icons. 3. Recognizing basic desktop icons 4. Creating a desktop shortcut icon or a desktop menu alias 5. Working with Windows 6. The different parts of the desktop window 7. Reducing/enlarging/re-sizing/scaling and closing a desktop window 8. The different parts of an applications window 9. Reducing/enlarging/re-sizing/scaling and closing an applications window
Organizing Files	60 Minutes	<ol style="list-style-type: none"> 1. The basic directory and folder structure on the computer 2. Creating a directory/folder and a further sub-directory and sub-folder 3. Examining a directory/folder 4. Viewing a desktop's configuration 5. Viewing file attributes 6. Re-naming files and directories/folders 7. Selecting a file individually or as part of an adjacent or non-adjacent group 8. Copying and Pasting files within directories/folders to make duplicate copies 9. Taking backup copies onto a diskette 10. Using Cut and Paste functions to move files within directories/folders 11 Deleting files from one or more directories/folders 12 Deleting selected directories/folders 13 Using the Find tool to locate a files or a directory/folder
Simple Editing	20 Minutes	<ol style="list-style-type: none"> 1. Using a Text Editing Application 2. Launching an editing application or a word processing program and creating a file 3. Saving a file to a directory/folder or onto diskette 4. Closing the editing application
Print Management	25 Minutes	<ol style="list-style-type: none"> 1. Printing from an installed printer 2. Changing an the default printer from an installed printer list 3. Viewing a print job's progress from a desktop print manager



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Course 3: Word Processing

(Total time: 410 minutes)

Topic	Duration	Outcome (Upon successful completion you should have an understanding of:)
First Steps with Word processing	25 Minutes	<ol style="list-style-type: none"> 1. Opening a word processing application 2. Opening an existing document - making modifications and saving 3. Opening several documents 4. Creating a new document and saving 5. Saving an existing document onto the hard drive or diskette 6. Using Application Help functions 7. Closing the word processing application
Adjusting Basic Settings	25 Minutes	<ol style="list-style-type: none"> 1. Changing page display modes 2. Using the page view magnification tool/zoom tool 3. Modifying the toolbar display
Document Exchange	10 Minutes	<ol style="list-style-type: none"> 1. Saving an existing document under another file format 2. Saving a document in a format appropriate for posting on a Website
Inserting Data	25 Minutes	<ol style="list-style-type: none"> 1. Inserting a character, word, sentence or small amount of text 2. Using undo command 3. Inserting a new paragraph 4. Inserting special characters into a document
Selecting Data	5 Minutes	<ol style="list-style-type: none"> 1. Selecting a character, word sentence, paragraph or entire document
Copy, Move and Delete	15 Minutes	<ol style="list-style-type: none"> 1. Using Copy and Paste tools to duplicate/move text within a document 2. Copying and moving text between active documents 3. Deleting Text
Search and Replace	10 Minutes	<ol style="list-style-type: none"> 1. Using the search command for a word or phrase within a document 2. Using the replace command for a word or phrase within a document
Formatting	35 Minutes	<ol style="list-style-type: none"> 1. Changing fonts: sizes and types 2. Using italics, bolding, underlining 3. Applying different colors to text 4. Using alignment and justification options 5. Using hyphenation where appropriate 6. Indenting text 7. Changing line spacing 8. Copying the formatting from a selected piece of text
General Formatting	15 Minutes	<ol style="list-style-type: none"> 1. Using and setting tabs: left, right, centre, decimal 2. Adding borders to a document 3. Using lists (bulleted and numbered)
Templates	20 Minutes	<ol style="list-style-type: none"> 1. Choosing an appropriate document template for use in a specified task 2. Working within a template on a specified task
Applying Styles	5 Minutes	<ol style="list-style-type: none"> 1. Applying existing styles to a document
Headers and Footers	20 Minutes	<ol style="list-style-type: none"> 1. Adding Headers and Footers to a document 2. Inserting date, author, page numbers etc. in Headers and Footers
Spelling and Grammar	25 Minutes	<ol style="list-style-type: none"> 1. Using a spell check program and making changes where necessary 2. Using grammar tool and making changes where necessary
Document Setup	10 Minutes	<ol style="list-style-type: none"> 1. Modifying document setup: page orientation, page size etc. 2. Modifying document margins
Printing	15 Minutes	<ol style="list-style-type: none"> 1. Previewing a document 2. Using basic print options 3. Printing a document from an installed printer
Tables	55 Minutes	<ol style="list-style-type: none"> 1. Creating standard tables 2. Changing cell attributes: formatting, cell size, color etc. 3. Inserting and deleting columns and rows 4. Adding borders to a table 5. Using the automatic table formatting tool
Pictures and Images	60 Minutes	<ol style="list-style-type: none"> 1. Adding an image or graphics file to a document 2. Adding autoshapes to a document: changing line colors/autoshape fill colors 3. Moving images or drawn objects within a document 4. Re-sizing a graphic
Importing Objects	5 Minutes	<ol style="list-style-type: none"> 1. Importing a spreadsheet into a document 2. Importing an image file, chart or graph into a document
Mail Merge Techniques	30 Minutes	<ol style="list-style-type: none"> 1. Creating a mailing list or other data file for use in a mail merge 2. Merge a mailing list with a letter document or a label document



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Course 4: Spreadsheets

(Total time: 370 minutes)

Topic	Duration	Outcome (Upon successful completion you should have an understanding of:)
First Steps with Spreadsheets	45 Minutes	<ol style="list-style-type: none"> 1. Opening a spreadsheet application 2. Opening an existing spreadsheet 3. Opening several spreadsheets 4. Creating and saving a new spreadsheet 5. Saving an existing spreadsheet on to hard drive or diskette 6. Using Application Help functions 7. Closing a spreadsheet
Adjusting Basic Settings	25 Minutes	<ol style="list-style-type: none"> 1. Changing spreadsheet view mode 2. Using the page view magnification tool/zoom tool 3. Modifying toolbar display
Document Exchange	20 Minutes	<ol style="list-style-type: none"> 1. Saving an existing spreadsheet under another file format 2. Saving a spreadsheet in a format appropriate for posting to a Web Site
Inserting Data	60 Minutes	<ol style="list-style-type: none"> 1. Entering numbers in a cell 2. Entering text in a cell 3. Entering symbols or special characters in a cell 4. Entering simple formulas in a cell 5. Using the undo command
Copy, Move and Delete	25 Minutes	<ol style="list-style-type: none"> 1. Using the Copy and Paste tools to duplicate cell contents 2. Using the Copy and Paste tools to move cell contents 3. Moving cell contents between active worksheets 4. Deleting cell contents in a selected cell range
Search and Replace	10 Minutes	<ol style="list-style-type: none"> 1. Using the search command for specified cell content 2. Using the replace command for specified cell content
Rows and Columns	10 Minutes	<ol style="list-style-type: none"> 1. Inserting rows and columns 2. Modifying column width and row height 3. Deleting rows and columns
Sorting Data	5 Minutes	<ol style="list-style-type: none"> 1. Sorting selected data in ascending or descending numeric order 2. Sorting selected data in ascending or descending alphabetic order
Formulas and Functions	15 Minutes	<ol style="list-style-type: none"> 1. Arithmetic and Logical Formulas 2. Using basic arithmetic and logical formulas in a spreadsheet 3. Recognize standard error messages associated with formulas 4. Using the autofill tool/copy handle tool to copy or increment data entries 5. Relative cell referencing in formulas and functions 6. Absolute cell referencing in formulas and functions
Formatting Cells	50 Minutes	<ol style="list-style-type: none"> 1. Formatting cells to display different number styles 2. Formatting cells to display different date styles 3. Formatting cells to display different currency symbols 4. Formatting cells to display numbers as percentages 5. Changing text size 6. Changing text font color 7. Adjusting text orientation 8. Centre and align cell contents in a selected cell range 9. Adding border effects to a selected cell
Proofing Tools	20 Minutes	<ol style="list-style-type: none"> 1. Use a spell-check program and make changes where necessary
Document Setup	20 Minutes	<ol style="list-style-type: none"> 1. Modifying document margin settings 2. Adjusting document setup to fit one page 3. Adding a header and footer 4. Changing document orientation
Printing	10 Minutes	<ol style="list-style-type: none"> 1. Using basic print options 2. Previewing a spreadsheet 3. Printing a spreadsheet or a worksheet 4. Printing part of a worksheet or a pre-defined cell range
Importing Objects	5 Minutes	<ol style="list-style-type: none"> 1. Importing objects into a spreadsheet 2. Move and resize imported objects within a spreadsheet
Charts and Graphs	50 Minutes	<ol style="list-style-type: none"> 1. Producing different types of charts & graphs from spreadsheet figures to analyze data 2. Editing or modifying a chart or graph 3. Changing a chart type 4. Moving and deleting charts or graphs



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Course 5: Database

(Total time: 180 minutes)

Topic	Duration	Outcome (Upon successful completion you should have an understanding of:)
First Steps with Databases	35 Minutes	<ol style="list-style-type: none"> 1. Opening a database application 2. Opening an existing database with default layout 3. Modifying a record within an existing database and save 4. Saving a database onto the hard drive or a diskette
Adjusting Basic Settings	15 Minutes	<ol style="list-style-type: none"> 1. Changing viewing modes 2. Modifying toolbar display
Basic Operations	15 Minutes	<ol style="list-style-type: none"> 1. Designing and planning a database 2. Creating a table with fields and attributes 3. Navigating through out a table 4. Entering data in a table
Define Keys	5 Minutes	<ol style="list-style-type: none"> 1. Defining a secondary key 2. Setting up an index
Creating Tables	25 Minutes	<ol style="list-style-type: none"> 1. What forms are 2. The Form Wizard 3. Adding fields 4. Selecting the form layout 5. Selecting the form style 6. Displaying the form 7. Moving inside records 8. Form navigation buttons 9. Adding a new record to a form 10. Entering and editing data in a form
Modify Form Layout	20 Minutes	<ol style="list-style-type: none"> 1. Modifying table layout attributes 2. Modifying field attributes 3. Modifying/deleting data in a table 4. Adding records to the database 5. Deleting records in the database 6. Creating a simple form 7. Entering data into a database using simple forms
Creating a Query	10 Minutes	<ol style="list-style-type: none"> 1. Creating a simple query 2. Creating a query with multiple criteria 3. Saving a query
Filters	10 Minutes	<ol style="list-style-type: none"> 1. Adding filters 2. Removing filters
Select and Sort	10 Minutes	<ol style="list-style-type: none"> 1. Selecting and sorting data based on given criteria 2. Selecting and sorting data based on common logical operators
Creating Reports	35 Minutes	<ol style="list-style-type: none"> 1. Presenting selected data in a particular sequence on screen and in reports 2. Creating and customizing Headers and Footers 3. Grouping data



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Course 6: Presentations

(Total time: 340 minutes)

Topic	Duration	Outcome (Upon successful completion you should have an understanding of:)
First Steps with Presentation Tools	35 Minutes	<ol style="list-style-type: none"> 1. Opening a presentation application 2. Opening an existing presentation application, making changes and saving 3. Opening several documents 4. Saving a presentation onto a hard drive or a diskette 5. Closing the presentation document 6. Using Application Help functions 7. Closing the presentation application
Adjusting Basic Settings	25 Minutes	<ol style="list-style-type: none"> 1. Changing display modes 2. Using page view magnification tool/zoom tool 3. Modifying toolbar display
Document Exchange	10 Minutes	<ol style="list-style-type: none"> 1. Saving an existing presentation under another file format 2. Saving a presentation in an appropriate format for posting to a Web Site
Creating New Presentations	35 Minutes	<ol style="list-style-type: none"> 1. Creating a new presentation 2. Choosing an appropriate automatic slide layout format for individual slides 3. Modifying slide layout 4. Adding text 5. Adding an image from an image library 6. Using a master slide
Cut, Copy, and Paste	20 Minutes	<ol style="list-style-type: none"> 1. Using the Copy and Paste tools to duplicate text within the presentation 2. Using the Cut and Paste tools to move text within the presentation 3. Deleting selected text 4. Using the Copy and Paste tools to duplicate an image within the presentation 5. Using the Copy and Paste tools to move an image within the presentation 6. Deleting an image 7. Using the Copy and Paste tools to duplicate a slide within the presentation 8. Using the Copy and Paste tools to move a slide within the presentation 9. Re-ordering slides within the presentation
Formatting Text	40 Minutes	<ol style="list-style-type: none"> 1. Changing font type 2. Applying italics, bold underling and case changes to text 3. Applying shadow to text, use sub-script and super-script 4. Applying different colors to text font 5. Centre text, align text 6. Adjusting line spacing 7. Changing the type of bullets/number in a list 8. Re-sizing and moving text box within a slide 9. Setting line weights, style and colors of a text box
Drawn Objects	40 Minutes	<ol style="list-style-type: none"> 1. Adding different types of line to a slide 2. Moving lines in a slide 3. Changing line color/modifying line width 4. Adding various forms of shape, boxes, circles etc. to a slide 5. Rotating or flipping a drawn object in a slide 6. Changing the attributes of the shape, color in the shape 7. Applying shadow to a shape
Charts	50 Minutes	<ol style="list-style-type: none"> 1. Creating an organizational chart 2. Modifying the structure of an organizational chart 3. Creating different kinds of charts
Images and Other Objects	15 Minutes	<ol style="list-style-type: none"> 1. Creating an organizational chart 2. Modifying the structure of an organizational chart 3. Creating different kinds of charts 4. Copying an imported object to a master slide 5. Adding border effects to an object
Prepare for Distribution	25 Minutes	<ol style="list-style-type: none"> 1. Adding notes for the presenter to slides 2. Numbering the slides 3. Using the spell-check program and make changes where necessary
Delivering a Presentation	10 Minutes	<ol style="list-style-type: none"> 1. Starting a slide show on any slide 2. Using on-screen navigation tools 3. Hiding slides
Printing	35 Minutes	<ol style="list-style-type: none"> 1. Previewing the presentation document in slide, outline, slide sorter, or notes view 2. Printing slides in various views and output formats



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Course 7: Information and Communication

(Total time: 250 minutes)

Topic	Duration	Outcome (Upon successful completion you should have an understanding of:)
First Steps with the Internet	35 Minutes	<ol style="list-style-type: none"> 1. Opening a Web browsing application 2. Understanding the make-up and structure of a Web address 3. Displaying a given Web page 4. Changing the Web browser 5. Close the Web browser 6. Using the Application Help functions
Adjusting Basic Settings	25 Minutes	<ol style="list-style-type: none"> 1. Changing view/display modes 2. Modifying toolbar display 3. Displaying images on Web page
Web Navigation	5 Minutes	<ol style="list-style-type: none"> 1. Opening a URL (Uniform Resource Locator) and collecting data 2. Opening a hyperlink or an image link and return to original page 3. Browsing a specified site and collecting data
Search Tools	25 Minutes	<ol style="list-style-type: none"> 1. Defining search requirements 2. Using a key word in a search 3. Using common logical operators in a search
Printing	5 Minutes	<ol style="list-style-type: none"> 1. Modifying page setup options 2. Printing a Web page using basic print options 3. Presenting a search report as a printed document
Bookmarking	20 Minutes	<ol style="list-style-type: none"> 1. Opening a bookmarked Web page 2. Bookmarking a Web page 3. Adding Web pages to bookmark a folder
First Steps with Electronic Mail	10 Minutes	<ol style="list-style-type: none"> 1. Opening an electronic mail application 2. Opening a mail inbox for a specified user 3. Opening a mail message 4. Closing the electronic mail application 5. Using Application Help function
Adjusting Basic E-Mail Settings	10 Minutes	<ol style="list-style-type: none"> 1. Changing display modes 2. Modifying toolbar display
Sending a Message	30 Minutes	<ol style="list-style-type: none"> 1. Creating a new message 2. Inserting a mail address in the 'mailto' field 3. Inserting a title in the subject field 4. Adding an auto-signature to a message 5. Using a spell checking tool 6. Attaching a file to a message 7. Sending a message with high/low priority
Reading a Message	15 Minutes	<ol style="list-style-type: none"> 1. Collecting or opening mail 2. Marking/highlighting a message in a mail folder 3. Using the mail bin 4. Opening and saving a file attachment
Handling Messages	20 Minutes	<ol style="list-style-type: none"> 1. Using reply to sender function 2. Using reply to all function 3. Replying with original message insertion 4. Replying without original message insertion 5. Forwarding a message
Using the Address Book	25 Minutes	<ol style="list-style-type: none"> 1. Adding a mail address to an address list 2. Deleting a mail address from an address list 3. Creating a new address list/distribution list 4. Updating an address book from incoming mail 5. Replying to a message using distribution list 6. Copying a message to another address 7. Using blind copy tool
Organizing Messages	25 Minutes	<ol style="list-style-type: none"> 1. Searching for a message 2. Creating a new mail folder 3. Deleting a message 4. Moving message to a new mail folder 5. Sorting messages by name, by subject, by date etc.