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European Computer Driving Licence

Course Contents

Module 1 – Basic Concepts of Information Technology - Hardware, Storage, Software, Networks, IT in Everyday Life, Viruses, Security, Copyright and the Law

Module 2 – Using the Computer and Managing Files - Desktop Environment, Files and Folders, Print Management, File Properties, Print Screen and Help Features.

Module 3 – Word Processing - Document Set-up, Formatting, Tables, Printing, Graphics and Mail Merge

Module 4 – Spreadsheets - Basic Operations, Formulas, Functions, Formatting, Number Formats, Printing and Charts

Module 5 – Databases- Working with and Creating a Database, Retrieving Information, Use of Forms, Reports and Queries

Module 6 – Presentation - Creating Presentations, Formatting, Graphics and Charts, Printing, Slide Show Effects

Module 7 – Information and Communication -Web Navigation, Browsing and surfing, Electronic Mail, Replying, Forwarding and Attachments

Course materials - Each student is provided with a student manual, student exercises and sample exams.

Course Duration: 42 Hours

Cost €350 and additional €40 is paid to ECDL for registration and exams