**ICDL Base Profile** is considered a certification at digital literacy level. It consists of 4 separate modules covering key ICT skills and knowledge areas that are a must have regardless what your role is in society. These set of skills are essential in that they enable you to develop more specialised skills and knowledge. Without these skills you will simply find it difficult to carry out everyday tasks.

| Computer Essentials | Online Essentials | Word Processing | Spreadsheets |

## 1- COMPUTER ESSENTIALS



This module sets out essential concepts and skills relating to the use of devices, file creation and management, networks, and data security.

On completion of this module the candidate will be able to:

- Understand key concepts relating to ICT, computers, devices and software.
- Start up and shut down a computer.
- Work effectively on the computer desktop using icons, windows.
- Adjust the main operating system settings and use built-in help features.
- Create a simple document and print an output.
- Know about the main concepts of file management and be able to efficiently organise files and folders.
- Understand key storage concepts and use utility software to compress and extract large files.
- Understand network concepts and connection options and be able to connect to a network.
- Understand the importance of protecting data and devices from malware, and the importance of backing up data.
- Recognise considerations relating to green IT, accessibility, and user health.

### WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills and main concepts relating to ICT, computers, devices, and software.
- Certifies best practice in effective computer use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

**SYLLABUS OUTLINE**

| CATEGORY | SKILL SET |
|---|---|
| Computers and Devices | • ICT<br>• Hardware<br>• Software and Licensing<br>• Start Up, Shut Down |
| Desktop, Icons, Settings | • Desktop and Icons<br>• Using Windows<br>• Tools and Settings |
| Outputs | • Working with Text<br>• Printing |
| File Management | • Introducing Files and Folders<br>• Organising Files and Folders<br>• Storage and Compression |
| Networks | • Network Concepts<br>• Network Access |
| Security and Well-Being | • Protecting Data and Devices<br>• Malware<br>• Health and Green IT |

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**2- ONLINE ESSENTIALS**
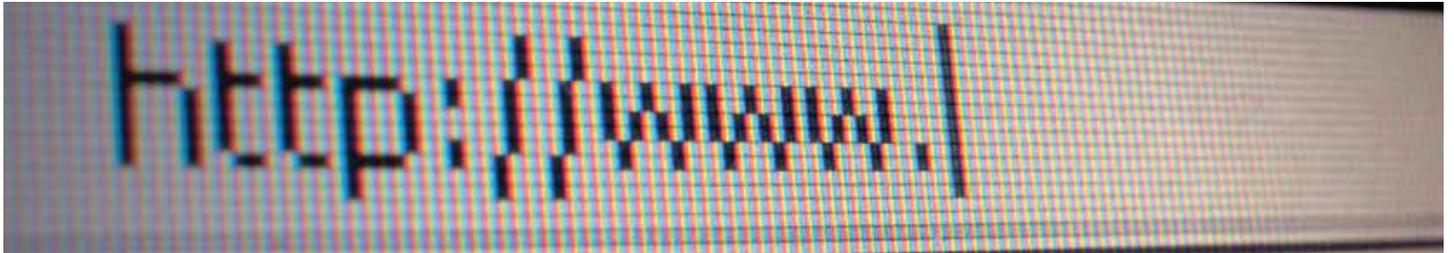


This module sets out essential concepts and skills relating to web browsing, effective information search, online communication and e-mail.

On completion of this module the candidate will be able to:

- Understand web browsing and online security concepts.
- Use the web browser and manage browser settings, bookmarks, and web outputs.
- Search effectively for online information and critically evaluate web content.
- Understand key copyright and data protection issues.
- Understand concepts of online communities, communications and email.
- Send, receive e-mails and manage email settings. Organise and search emails and use calendars.

**WHAT ARE THE BENEFITS OF THIS MODULE?**

- Covers the key skills needed to understand the main concepts relating to web browsing and online security.
- Certifies best practice in effective online computer use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

**SYLLABUS OUTLINE**

| CATEGORY | SKILL SET |
|---|---|
| Web Browsing Concepts | • Key Concepts<br>• Security and Safety |
| Web Browsing | • Using the Web Browser<br>• Tools and Settings<br>• Bookmarks<br>• Web Outputs |
| Web-Based Information | • Search<br>• Critical Evaluation<br>• Copyright, Data Protection |
| Communication Concepts | • Online Communities<br>• Communication Tools<br>• E-mail Concepts |
| Using E-mail | • Sending E-mail<br>• Receiving E-mail<br>• Tools and Settings<br>• Organising E-mails<br>• Using Calendars |

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## 3- WORD PROCESSING



This module allows candidates to demonstrate the ability to use a word processing application to accomplish everyday tasks associated with creating, formatting, and finishing small-sized word processing documents, such as letters and other everyday documents.

On completion of this module the candidate will be able to:

- Work with documents and save them in different file formats.
- Choose built-in options, such as the Help function, to enhance productivity.
- Create and edit small-sized word processing documents that will be ready to share and distribute.
- Apply different formats to documents to enhance them before distribution; recognise good practice in choosing the appropriate formatting options.
- Insert tables, images, and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings.
- Check and correct spelling before finally printing documents.

### WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to use a word processing application.
- Can be applied to a range of word processing software from vendor packages to 'freeware'.
- Certifies best practice in effective word processing software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

**SYLLABUS OUTLINE**

| CATEGORY | SKILL SET |
|---|---|
| Using the Application | • Working with Documents<br>• Enhancing Productivity |
| Document Creation | • Enter Text<br>• Select, Edit |
| Formatting | • Text<br>• Paragraphs<br>• Styles |
| Objects | • Table Creation<br>• Table Formatting<br>• Graphical Objects |
| Mail Merge | • Preparation<br>• Outputs |
| Prepare Outputs | • Setup<br>• Check and Print |

## 4- SPREADSHEETS
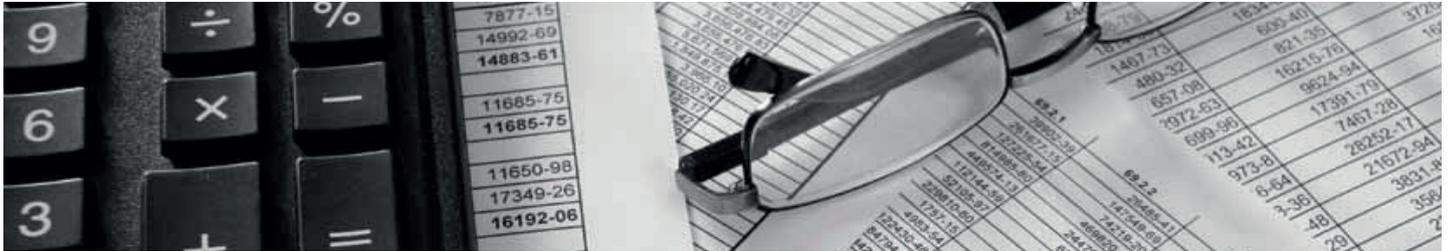


This module allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.

On completion of this module the candidate will be able to:

- Work with spreadsheets and save them in different file formats.
- Choose built-in options, such as the Help function, within the application to enhance productivity.
- Enter data into cells; use good practice in creating lists. Select, sort and copy, move and delete data.
- Edit rows and columns in a worksheet.
- Copy, move, delete, and appropriately rename worksheets.
- Create mathematical and logical formulas using standard spreadsheet functions; use good practice in formula creation; recognise error values in formulas.
- Format numbers and text content in a spreadsheet.
- Choose, create, and format charts to communicate information meaningfully.
- Adjust spreadsheet page settings.
- Check and correct spreadsheet content before finally printing spreadsheets.

### WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to use spreadsheets.
- Can be applied to a range of spreadsheets software from vendor packages to 'freeware'.
- Certifies best practice in effective spreadsheets software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

### SYLLABUS OUTLINE

| CATEGORY | SKILL SET |
|---|---|
| Using the Application | • Working with Spreadsheets<br>• Enhancing Productivity |
| Cells | • Insert, Select<br>• Edit, Sort<br>• Copy, Move, Delete |
| Managing Worksheets | • Rows and Columns<br>• Worksheets |
| Formulas and Functions | • Arithmetic Formulas<br>• Functions |
| Formatting | • Numbers/Dates<br>• Contents<br>• Alignment, Border Effects |
| Charts | • Create<br>• Edit |
| Prepare Outputs | • Setup<br>• Check and Print |

### HOW DO I GET STARTED?

To find out more about this certification, please visit www.icdlarabia.org/certifications
To locate your nearest accredited test centre, please visit www.icdlarabia.org/find-test-centre