



The Application Essentials module sets out the essential concepts and skills needed to start using common office productivity applications — word processing, spreadsheets, and presentations — effectively.

After studying this module, candidates should be able to:

- Understand the purpose of different common office productivity applications and carry out common tasks.
- Work with text in a document, insert and edit objects and tables, and prepare and print outputs.
- Work with numbers and text in a spreadsheet, manipulate spreadsheet data, use formulas, insert charts, and prepare and print outputs.
- Build a presentation, insert and format text in slides, insert and edit objects and effects, and create outputs including a slideshow.

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

- Presents the potential of office productivity applications.
- Covers practical skills relating to creating and formatting documents, using spreadsheets to enter and analyse data, and building and delivering a presentation.
- Created with input from subject matter experts and practitioners.

#### HOW DO I GET STARTED?

To find out more about this certification, please visit <https://icdlarabia.org/modules-office-applications-essentials>  
To locate your nearest accredited test centre, please visit <https://icdlarabia.org/test-centres-near-you>

#### SYLLABUS OUTLINE

CATEGORY	SKILL SET
Office productivity applications	<ul style="list-style-type: none"> <li>• Overview</li> <li>• Common tasks</li> </ul>
Word processing	<ul style="list-style-type: none"> <li>• Getting started</li> <li>• Formatting and alignment</li> <li>• Objects</li> <li>• Outputs</li> </ul>
Spreadsheets	<ul style="list-style-type: none"> <li>• Getting started</li> <li>• Formatting</li> <li>• Managing worksheets</li> <li>• Formulas</li> <li>• Outputs</li> <li>• Charts</li> </ul>
Presentation	<ul style="list-style-type: none"> <li>• Getting started</li> <li>• Text and formatting</li> <li>• Objects and effects</li> <li>• Outputs</li> </ul>