Basic Skills Certificate

ICDL Basic Skills Certificate 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

- **Computer Essentials** - Sets out essential concepts and skills relating to the use of devices, file creation and management, networks, and data security.

- **Online Essentials** – Establishes essential concepts and skills relating to web browsing, effective information search, online communication and e-mail.

- **Word Processing** – Outlines the use of word processing application tasks associated with creating, formatting, and finishing word processing documents.

- **Spreadsheets** - Allows candidates to understand the concept of spreadsheets and use a spreadsheet to produce accurate work outputs.

HOW DO I GET STARTED?

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