ICDL
International Computer
Driving Licence

ICDL Certificate

This is to certify that

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has successfully passed all modules required for the granting of the
International Computer Driving Licence

Concepts of Information Technology
Using the Computer and Managing Files
Word Processing
Spreadsheets
Database
Presentation
Information and Communication

ICDL Licensee

04 May 2012
Date

235685
Serial Number

ICDL South Africa

ECDL
Foundation

ICDL REQUIREMENTS

Module 1
Basic Concepts of Information Technology (IT): Know about the basic physical make-up of a personal computer and understand some of the basic concepts of Information Technology (IT), such as data storage and memory, the context for computer-based software applications in society, and the uses of information networks within computing. Appreciate how IT systems are used in everyday situations; and how personal computers can affect health. Be aware of some of the security and legal issues associated with computers.

Module 2
Using the Computer and Managing Files: Demonstrate knowledge and competence in using the basic functions of a personal computer and its operating system. Operate effectively within the desktop environment. Manage and organise files and directories/folders and know how to copy, move and delete files and directories/folders. Demonstrate the ability to work with desktop icons and to manipulate windows. Demonstrate the ability to use search features, simple editing tools and print management facilities available within the operating system.

Module 3
Word Processing: Demonstrate the ability to use a word processing application on a personal computer. Understand and be able to accomplish basic operations associated with creating, formatting and finishing a word processing document ready for distribution. Demonstrate competence in using some of the more specialised features associated with word processing applications such as creating standard tables, using pictures and images within a document, importing objects and using mail merge tools.

Module 4
Spreadsheets: Understand the basic concepts of spreadsheets. Demonstrate the ability to use a spreadsheet application on a personal computer. Understand and be able to accomplish basic operations associated with developing, formatting and using a spreadsheet. Accomplish standard mathematical and logical operations using basic formulas and functions. Demonstrate competence in using some of the more specialised features of a spreadsheet application such as importing objects, and creating graphs and charts.

Module 5
Database: Understand the basic concepts of databases and demonstrate the ability to use a database on a personal computer. Demonstrate the ability to design and plan a simple database using a standard database package. Demonstrate the retrieval of information from an existing database by using the query, select and sort tools available in the database, and create and modify reports.

Module 6
Presentation: Demonstrate competence in using presentation tools on a personal computer. Accomplish basic tasks such as creating, formatting and preparing presentations for distribution and display. Demonstrate the ability to create a variety of presentations for different target audiences or situations. Demonstrate the ability to accomplish basic operations with graphics and charts and to use various slide show effects.

Module 7
Information and Communication: Accomplish basic Web search tasks using a Web browser application and available search engine tools, to bookmark search results and to print Web pages and search reports. Demonstrate the ability to use electronic mail software to send and receive messages, to attach documents or files to a message and to organise and manage message folders or directories within electronic mail software.