



Development



Impetus ECDL approved training Course range and pricing

Impetus ECDL v4 is fully accredited by the ECDL Foundation.

The courses are intranet and internet deliverable. The training is highly interactive, contains UK audio (on/off option), a choice of interfaces.



Syllabus 4 now includes self-testing for modules 1 to 7

Module 1 - Concepts of IT

Getting started
Hardware
Storing data
Software
Information networks
The use of IT in everyday life
Health & Safety environment
Security, copyright and the law
TEST

Module 2 – File Management and your computer

Computer environment
Text editing
Working with icons
Desktop environment
Working with files
Deleting and searching for files
Viruses
Print management
TEST

Module 3 – Word-processing

Using the application
Main operations
Text formatting
Paragraph and document formatting
Tables
Pictures and images
Preparing outputs
TEST

Module 4 - Spreadsheets

Using the application
Inserting and editing data
Handling data and worksheets
Formulas and functions
Formatting spreadsheets
Charts and graphs
Preparing outputs
TEST

Module 5 - Databases

First steps with databases
Basic operations
Formatting tables
Creating forms
Filters and find command
Creating a query
Sorting data
Creating reports
Preview and printing objects
TEST

Module 6 – Presentations

Using the application
Developing a presentation
Text input and formatting
Pictures and images
Charts and graphs
Drawn objects
Slide show effects
Moving and copying slides
Delivering a presentation
TEST

Module 7 – Information and communication

The Internet
Accessing and bookmarking web pages
Web searching
Printing web pages
Electronic mail
Messaging
Mail management
Using address books and printing
Messages
TEST

For access to sample content please contact BdM Development

ECDL Pricing

10 Users	50 Users	100 Users	500 Users	1,000 Users	5,000 Users
£1,308	£2,748	£3,828	£7,188	£8,628	£12,948

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