

Computer Essentials

This is a trimmed version of the ECDL syllabus. For a full ECDL syllabus visit <https://www.ecdl.com.mt/>

1. Computers and Devices

1.3 Software and Licensing

- a) Define the term software and distinguish between the main types of software like: operating systems, applications. Know that software can be installed locally or available online.
- b) Define the term operating system and identify some common operating systems for computers and devices.
- c) Identify common examples of applications like: office productivity, communications, social networking, media, design, mobile applications.
- d) Define the term End-User License Agreement (EULA). Recognise that software must be licensed before use.
- e) Outline the types of software licenses: proprietary, open source, trial version, shareware, freeware.

5. Networks

5.1 Network Concepts

- a) Define the term network. Outline the purpose of a network: to share, access data and devices securely.
- b) Define the term Internet. Identify some of its main uses like: World Wide Web (WWW), VoIP, e-mail, IM.
- c) Define the terms intranet, virtual private network (VPN) and identify their main uses.
- d) Understand what transfer rate means. Understand how it is measured: bits per second (bps), kilobits per second (kbps), megabits per second (mbps), gigabits per second (gbps).
- e) Understand the concepts of downloading from, uploading to a network.

5.2 Network Access

- a) Identify the different options for connecting to the Internet like: phone line, mobile phone, cable, wi-fi, wi-max, satellite.
- b) Define the term Internet Service Provider (ISP). Identify important considerations when selecting an internet subscription option like: upload speed, download speed and quota, cost.

6. Security and Well-Being

6.1 Protecting Data and Devices

- a) Recognise good password policies like: create with adequate length, adequate character mix, do not share, change regularly.
- b) Define the term firewall and outline its purpose.
- c) Understand the purpose of regularly backing up data to a remote location.
- d) Recognise the importance of regularly updating software like: anti-virus, application, operating system software.

6.3 Health and Green IT

- a) Recognise computer and device energy saving practices: turning off, adjusting automatic shutdown, backlight, sleep mode settings.
- b) Recognise that computers, devices, batteries, printer cartridges and paper should be recycled.

Spreadsheets

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4.1 Using the Application

4.1.1 Working with Spreadsheets

- a) Open, close a spreadsheet application. Open, close spreadsheets.
- b) Save a spreadsheet to a location on a drive. Save a spreadsheet under another name to a location on a drive.
- c) Switch between open spreadsheets.

4.1.2 Enhancing Productivity

- a) Use magnification/zoom tools.
- b) Display, hide built-in toolbars. Restore, minimize the ribbon.

4.2 Cells

4.2.1 Insert, Select

- a) Understand that a cell in a worksheet should contain only one element of data, (for example, first name detail in one cell, surname detail in adjacent cell).
- b) Recognize good practice in creating lists: avoid blank rows and columns in the main body of list, insert blank row before Total row, ensure cells bordering list are blank.
- c) Enter a number, date, text in a cell.
- d) Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet.

4.2.2 Edit, Sort

- a) Edit cell content, modify existing cell content.
- b) Use the undo, redo command.
- c) Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order.

4.2.3 Copy, Move, Delete

- a) Copy the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
- b) Use the autofill tool/copy handle tool to copy, increment data entries.
- c) Move the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
- d) Delete cell contents.

4.3 Managing Worksheets

4.3.1 Rows and Columns

- a) Select a row, range of adjacent rows, range of non-adjacent rows.
- b) Select a column, range of adjacent columns, range of non-adjacent columns.
- c) Insert, delete rows and columns.
- d) Modify column widths, row heights to a specified value, to optimal width or height.

4.3.2 Worksheets

- a) Switch between worksheets.
- b) Insert a new worksheet, delete a worksheet.
- c) Recognize good practice in naming worksheets: use meaningful worksheet names rather than accept default names.
- d) Copy, move, rename a worksheet within a spreadsheet.

4.4 Formulas and Functions

4.4.1 Arithmetic Formulas

- a) Recognize good practice in formula creation: refer to cell references rather than type numbers into formulas.
- b) Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division).
- c) Identify and understand standard error values associated with using formulas: #NAME?, #DIV/0!, #REF!.
- d) Understand and use relative, absolute cell referencing in formulas.

4.4.2 Functions

- a) Use sum, average, minimum, maximum functions.
- b) Use count, counta, round functions.
- c) Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <.

4.5 Formatting

4.5.1 Numbers/Dates

- a) Format cells to display numbers to a specific number of decimal places, to display numbers with, without a separator to indicate thousands.
- b) Format cells to display a date style, to display a currency symbol.
- c) Format cells to display numbers as percentages.

4.5.2 Contents

- a) Change cell content appearance: font sizes, font types.
- b) Apply formatting to cell contents: bold, italic, underline, double underline.
- c) Apply different colours to cell content, cell background.
- d) Copy the formatting from a cell, cell range to another cell, cell range.

4.5.3 Alignment, Border Effects

- a) Apply text wrapping to contents within a cell, cell range.
- b) Align cell contents: horizontally, vertically. Adjust cell content orientation.
- c) Merge cells and centre a title in a merged cell.
- d) Add border effects to a cell, cell range: lines, colours.

4.6 Charts

4.6.1 Create

- a) Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart.
- b) Select a chart.
- c) Change the chart type.
- d) Move, resize, delete a chart.

4.6.2 Edit

- a) Add, remove, edit a chart title.
- b) Add data labels to a chart: values/numbers, percentages.
- c) Change chart area background colour, legend fill colour.
- d) Change the column, bar, line, pie slice colours in the chart.
- e) Change font size and colour of chart title, chart axes, chart legend text.

4.7 Prepare Outputs

4.7.1 Setup

- a) Change worksheet orientation: portrait, landscape. Change paper size.