ICDL Workforce

APPLICATION ESSENTIALS

Syllabus 1.0

Syllabus Document

Purpose

This document details the syllabus for the Application Essentials module. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for the Application Essentials module should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Application Essentials

This module sets out the essential concepts and skills needed to start using common office productivity applications – word processing, spreadsheets, and presentations – effectively.

Module Goals

Successful candidates will be able to:

- Understand the purpose of different common office productivity applications and carry out common tasks
- Work with text in a document, inert 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, inert and edit objects and effects, and create outputs including a slideshow.

CATEGORY	SKILL SET	REF.	TASK ITEM
1 Office Productivity Applications	*1.1 Overview*	1.1.1	Recognise common office productivity suites.
		1.1.2	Understand the function of different office productivity applications: word processing, spreadsheet, presentation.
	1.2 Common Tasks	1.2.1	Open, close an office productivity application. Open, close office productivity file(s).
		1.2.2	Save a file to a location on a local, online drive. Save a file under another name to a location on a local, online drive.
		1.2.3	Save a file as another file type.
		1.2.4	Switch between open files.
		1.2.5	Identify appropriate help resources.
		1.2.6	Use magnification/zoom tools.
		1.2.7	Restore, minimise the ribbon. Display, hide built-in toolbars.
		1.2.8	Use the undo, redo command.
2 Word Processing	*2.1 Getting Started*	2.1.1	Create a new document based on default template, other available template locally or online.
		2.1.2	Enter text into a document.
		2.1.3	Insert symbols or special characters like: ©, ®, ™.
		2.1.4	Select character, word, line, sentence, paragraph, entire body text.

CATEGORY	SKILL SET	REF.	TASK ITEM
		2.1.5	Edit content by entering, removing characters, words within existing text, by over-typing to replace existing text.
		2.1.6	Copy, move text within a document, between open documents.
		2.1.7	Delete text.
	2.2 Formatting and Alignment	2.2.1	Apply text formatting: font size, font type.
		2.2.2	Apply text formatting: bold, italic, underline.
		2.2.3	Apply font colour to text.
		2.2.4	Create, merge paragraph(s).
		2.2.5	Align text: left, centre, right, justified.
		2.2.6	Apply spacing above, below paragraphs. Apply single, 1.5 lines, double line spacing within paragraphs.
		2.2.7	Add, remove bullets, numbers in a single level list. Switch between different standard bullet, number styles in a single level list.
	2.3 Objects	2.3.1	Create, delete a table.
		2.3.2	Insert, edit data in a table.
		2.3.3	Select rows, columns, cells, entire table.
		2.3.4	Insert, delete rows and columns.
		2.3.5	Modify column width, row height.
		2.3.6	Insert an object (picture, drawn object) to a specified location in a document.
		2.3.7	Select an object.
		2.3.8	Resize an object maintaining, not maintaining aspect ratio. Delete an object.
	2.4 Outputs	2.4.1	Spell check a document and make changes like: correcting spelling errors, ignoring specific words, deleting repeated words.
		2.4.2	Preview a document.
		2.4.3	Change document orientation: portrait, landscape.
		2.4.4	Print a document using output options like: entire document, specific page(s), selected text, number of copies.

CATEGORY	SKILL SET	REF.	TASK ITEM
3 Spreadsheets	*3.1 Getting Started*	3.1.1	Create a new spreadsheet based on default template, other available template locally or online.
		3.1.2	Enter a number, date, text in a cell.
		3.1.3	Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet.
		3.1.4	Edit, delete cell contents.
		3.1.5	Copy the contents of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
		3.1.6	Use the autofill tool/copy handle tool to copy, increment data, formula, function.
		3.1.7	Move the contents of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
		3.1.8	Use a simple search command for specific content in a worksheet.
		3.1.9	Use a simple replace command for specific content in a worksheet.
	3.2 Formatting	3.2.1	Apply text formatting to cell contents: font size, font type.
		3.2.2	Apply text formatting to cell contents: bold, italic, underline, double underline.
	3.3 Managing Worksheets	3.3.1	Select a row, range of adjacent rows, range of non-adjacent rows.
		3.3.2	Select a column, range of adjacent columns, range of non-adjacent columns.
		3.3.3	Insert, delete rows and columns.
		3.3.4	Modify column width, row height to a specified value, to optimal width or height.
	3.4 Formulas	3.4.1	Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division).
		3.4.2	Use sum, average, count.
	3.5 Charts	3.5.1	Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart.
		3.5.2	Select a chart.
		3.5.3	Move, resize, delete a chart.

CATEGORY	SKILL SET	REF.	TASK ITEM
		3.5.4	Add, remove, edit a chart title.
		3.5.5	Add, remove, edit a chart legend.
	3.6 Outputs	3.6.1	Preview a worksheet.
		3.6.2	Print an entire worksheet, number of copies of a worksheet, the entire spreadsheet.
4 Presentation	4.1 Getting Started	4.1.1	Create a new presentation based on default template, other available template locally or online.
		4.1.2	Switch between presentation view modes: normal, slide sorter, master, notes page, outline.
		4.1.3	Apply a different built-in slide layout to a slide.
		4.1.4	Apply a built-in design template, theme to a presentation.
		4.1.5	Add a new slide with a specific slide layout like: title slide, title and content, title only, blank.
		4.1.6	Copy, move slides within the presentation, between open presentations.
		4.1.7	Delete slide(s).
		4.1.8	Hide, show slide(s).
	4.2 Text and Formatting	4.2.1	Enter text in a placeholder in normal view. Enter text in outline view.
		4.2.2	Edit text in a presentation.
		4.2.3	Copy, move text within a presentation, between open presentations.
		4.2.4	Delete text.
		4.2.5	Apply text formatting: font size, font type.
		4.2.6	Apply text formatting: bold, italic, underline, shadow.
		4.2.7	Apply font colour to text.
		4.2.8	Align text: left, centre, right in a text frame.
	4.3 Objects and Effects	4.3.1	Insert a graphical object (picture, drawn object) into a slide
		4.3.2	Copy, move graphical objects, charts within the presentation, between open presentations.
		4.3.3	Resize a graphical object maintaining, not maintaining aspect ratio. Resize a chart.

CATEGORY	SKILL SET	REF.	TASK ITEM
		4.3.4	Add, remove built-in transition effects between slides.
	4.4 Outputs	4.4.1	Spell check a presentation and make changes like: correcting spelling errors, ignoring specific words, deleting repeated words.
		4.4.2	Print a presentation using output options like: entire presentation, specific slide(s), handouts, notes pages, outline view of slides, number of copies of a presentation.
		4.4.3	Start a slide show from first slide, from current slide. End a slide show.
		4.4.4	Navigate to next slide, previous slide, specified slide during a slide show.