



**ECDL  
Foundation**

# **ECDL / ICDL Computer Essentials**

Syllabus Version 1.0

### **Purpose**

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

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## ECDL / ICDL Computer Essentials

This module sets out essential concepts and skills relating to the use of devices, file creation and management, networks and data security.

### Module Goals

Successful candidates will be able to:

- Understand key concepts relating to ICT, computers, devices and software.
- Start up and shut down a computer.
- Work effectively on the computer desktop using icons, windows.
- Adjust the main operating system settings and use built-in help features.
- Create a simple document and print an output.
- Know about the main concepts of file management and be able to efficiently organise files and folders.
- Understand key storage concepts and use utility software to compress and extract large files.
- Understand network concepts and connection options and be able to connect to a network.
- Understand the importance of protecting data and devices from malware and of backing up data.
- Recognise considerations relating to green IT, accessibility and user health.

| CATEGORY                       | SKILL SET           | REF.  | TASK ITEM  |
|--------------------------------|---------------------|-------|--|
| <b>1 Computers and Devices</b> | <i>1.1 ICT</i>      | 1.1.1 | Define the term Information and Communication Technology (ICT).  |
|                                |                     | 1.1.2 | Identify different types of ICT services/uses like: Internet services, mobile technology, office productivity applications.  |
|                                | <i>1.2 Hardware</i> | 1.2.1 | Define the term hardware. Identify the main types of computers like: desktops, laptops, tablets. Identify the main types of devices like: smartphones, media players, digital cameras. |
|                                |                     | 1.2.2 | Define the terms processor, Random Access Memory (RAM), storage. Understand their impact on performance when using computers and devices.  |



| CATEGORY                          | SKILL SET                         | REF.  | TASK ITEM   |
|-----------------------------------|-----------------------------------|-------|---|
|                                   |                                   | 1.2.3 | Identify the main types of integrated and external equipment like: printers, screens, scanners, keyboards, mouse/trackpad, webcam, speakers, microphone, docking station.           |
|                                   |                                   | 1.2.4 | Identify common input/output ports like: USB, HDMI.   |
|                                   | <i>1.3 Software and Licensing</i> | 1.3.1 | 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. |
|                                   |                                   | 1.3.2 | Define the term operating system and identify some common operating systems for computers and devices.  |
|                                   |                                   | 1.3.3 | Identify common examples of applications like: office productivity, communications, social networking, media, design, mobile applications.  |
|                                   |                                   | 1.3.4 | Define the term End-User License Agreement (EULA). Recognise that software must be licensed before use.   |
|                                   |                                   | 1.3.5 | Outline the types of software licenses: proprietary, open source, trial version, shareware, freeware.   |
|                                   | <i>1.4 Start Up, Shut Down</i>    | 1.4.1 | Start a computer and log on securely using a user name and password.  |
|                                   |                                   | 1.4.2 | Log off, shut down, restart a computer using an appropriate routine.  |
| <b>2 Desktop, Icons, Settings</b> | <i>2.1 Desktop and Icons</i>      | 2.1.1 | Outline the purpose of the desktop and the task bar.  |
|                                   |                                   | 2.1.2 | Identify common icons like those representing: files, folders, applications, printers, drives, shortcuts/aliases, recycle bin/wastebasket/trash.                                    |



| CATEGORY         | SKILL SET                     | REF.  | TASK ITEM   |
|------------------|-------------------------------|-------|---|
|                  |                               | 2.1.3 | Select and move icons.  |
|                  |                               | 2.1.4 | Create, rename, move, delete a shortcut/alias.  |
|                  | <i>2.2 Using Windows</i>      | 2.2.1 | Identify the different parts of a window: title bar, menu bar, toolbar, ribbon, status bar, scroll bar.                           |
|                  |                               | 2.2.2 | Open, collapse, expand, restore down, maximise, resize, move, close a window.   |
|                  | <i>2.3 Tools and Settings</i> | 2.2.3 | Switch between open windows.  |
|                  |                               | 2.3.1 | Use available help functions.   |
|                  |                               | 2.3.2 | View the computer's basic system information: operating system name and version number, installed RAM.                            |
|                  |                               | 2.3.3 | Change desktop configuration settings: date and time, volume settings, background, resolution.                                    |
|                  |                               | 2.3.4 | Change, add, remove keyboard language. Change default language.   |
|                  |                               | 2.3.5 | Shut down a non-responding application.   |
|                  |                               | 2.3.6 | Install, uninstall an application.  |
|                  |                               | 2.3.7 | Connect a device (USB flash drive, digital camera, media player) to a computer. Disconnect a device using an appropriate routine. |
|                  |                               | 2.3.8 | Capture a full screen, active window.   |
| <b>3 Outputs</b> | <i>3.1 Working with Text</i>  | 3.1.1 | Open, close a word processing application. Open, close files.   |
|                  |                               | 3.1.2 | Enter text into a document.   |
|                  |                               | 3.1.3 | Copy, move text within a document, between open documents. Paste a screen capture into a document.                                |



| CATEGORY                 | SKILL SET                                | REF.   | TASK ITEM   |
|--------------------------|--|--------|---|
|                          |  | 3.1.4  | Save and name a document.   |
|                          | 3.2 <i>Printing</i>                      | 3.2.1  | Install, uninstall a printer. Print a test page.  |
|                          |  | 3.2.2  | Set the default printer from an installed printer list.   |
|                          |  | 3.2.3  | Print a document from a word processing application.  |
|                          |  | 3.2.4  | View, pause, restart, cancel a print job.   |
| <b>4 File Management</b> | 4.1 <i>Introducing Files and Folders</i> | 4.1.1  | Understand how an operating system organises drives, folders, files in a hierarchical structure. Navigate between drives, folders, sub-folders, files.          |
|                          |  | 4.1.2  | Display file, folder properties like: name, size, location.   |
|                          |  | 4.1.3  | Change view to display files and folders like: tiles, icons, list, details.   |
|                          |  | 4.1.4  | Identify common file types like: word processing, spreadsheet, presentation, portable document format (pdf), image, audio, video, compressed, executable files. |
|                          |  | 4.1.5  | Open a file, folder, drive.   |
|                          |  | 4.1.6  | Recognise good practice in folder, file naming: use meaningful names for folders and files to help with searching and organisation.                             |
|                          |  | 4.1.7  | Create a folder.  |
|                          |  | 4.1.8  | Rename a file, folder.  |
|                          |  | 4.1.9  | Search for files by properties: all or part of file name using wildcards if necessary, content, date modified.  |
|                          |  | 4.1.10 | View list of recently used files.   |



| CATEGORY          | SKILL SET                               | REF.  | TASK ITEM   |
|-------------------|---|-------|---|
|                   | <i>4.2 Organising Files and Folders</i> | 4.2.1 | Select individual, adjacent, non-adjacent files, folders.   |
|                   |   | 4.2.2 | Sort files in ascending, descending order by name, size, type, date modified.   |
|                   |   | 4.2.3 | Copy, move files, folders between folders, drives.  |
|                   |   | 4.2.4 | Delete files, folders to the recycle bin/wastebasket/trash and restore to original location.  |
|                   |   | 4.2.5 | Empty the recycle bin/wastebasket/trash.  |
|                   | <i>4.3 Storage and Compression</i>      | 4.3.1 | Identify the main types of storage media like: internal hard disk, external hard disk, network drive, CD, DVD, Blu-ray Disc, USB flash drive, memory card, online file storage. |
|                   |   | 4.3.2 | Identify file size, folder size, storage capacity measurements like: KB, MB, GB, TB.  |
|                   |   | 4.3.3 | View available space on a storage device.   |
|                   |   | 4.3.4 | Understand the purpose of file, folder compression.   |
|                   |   | 4.3.5 | Compress files, folders.  |
|                   |   | 4.3.6 | Extract compressed files, folders to a location on a drive.   |
| <b>5 Networks</b> | <i>5.1 Network Concepts</i>             | 5.1.1 | Define the term network. Outline the purpose of a network: to share, access data and devices securely.  |
|                   |   | 5.1.2 | Define the term Internet. Identify some of its main uses like: World Wide Web (WWW), VoIP, e-mail, IM.  |
|                   |   | 5.1.3 | Define the terms intranet, virtual private network (VPN) and identify their main uses.  |



| CATEGORY                         | SKILL SET                              | REF.  | TASK ITEM   |
|----------------------------------|--|-------|---|
|                                  |  | 5.1.4 | 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).        |
|                                  |  | 5.1.5 | Understand the concepts of downloading from, uploading to a network.  |
|                                  | <i>5.2 Network Access</i>              | 5.2.1 | Identify the different options for connecting to the Internet like: phone line, mobile phone, cable, wi-fi, wi-max, satellite.  |
|                                  |  | 5.2.2 | Define the term Internet Service Provider (ISP). Identify important considerations when selecting an internet subscription option like: upload speed, download speed and quota, cost. |
|                                  |  | 5.2.3 | Recognise the status of a wireless network: protected/secure, open.   |
|                                  |  | 5.2.4 | Connect to a wireless network.  |
| <b>6 Security and Well-Being</b> | <i>6.1 Protecting Data and Devices</i> | 6.1.1 | Recognise good password policies like: create with adequate length, adequate character mix, do not share, change regularly.   |
|                                  |  | 6.1.2 | Define the term firewall and outline its purpose.   |
|                                  |  | 6.1.3 | Understand the purpose of regularly backing up data to a remote location.   |
|                                  |  | 6.1.4 | Recognise the importance of regularly updating software like: anti-virus, application, operating system software.   |
|                                  | <i>6.2 Malware</i>                     | 6.2.1 | Understand the term malware. Identify different types of malware like: virus, worm, Trojan, spyware.  |
|                                  |  | 6.2.2 | Be aware how malware can infect a computer or device.   |



| CATEGORY | SKILL SET                      | REF.  | TASK ITEM   |
|----------|--------------------------------|-------|---|
|          |                                | 6.2.3 | Use anti-virus software to scan a computer.   |
|          | 6.3 <i>Health and Green IT</i> | 6.3.1 | Recognise ways to help ensure a user's well-being while using a computer or device like: take regular breaks, ensure appropriate lighting and posture.            |
|          |                                | 6.3.2 | Recognise computer and device energy saving practices: turning off, adjusting automatic shutdown, backlight, sleep mode settings.                                 |
|          |                                | 6.3.3 | Recognise that computers, devices, batteries, printer cartridges and paper should be recycled.  |
|          |                                | 6.3.4 | Identify some options available for enhancing accessibility like: voice recognition software, screen reader, screen magnifier, on-screen keyboard, high contrast. |