

ICDL BASE – Computer Essentials – BM1

Description

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

Classroom Registration Price (CHF)

1300

Virtual Classroom Registration Price (CHF)

1200

Course Content

Computers and Devices Module 1: ICT

- Define the term Information and Communication Technology (ICT)
- Identify different types of ICT services/uses like: Internet services, mobile technology, office productivity applications

Module 2: Hardware

- Define the term hardware. Identify the main types of computers like: desktops, laptops, tablets. Identify the main types of devices
- Define the terms processor, Random Access Memory (RAM), storage. Understand their impact on performance when using computers and devices
- Identify the main types of integrated and external equipment like: printers, screens, scanners, keyboards, mouse/trackpad, webcam, speakers, microphone, docking station
- Identify common input/output ports like: USB, HDMI

Module 3: Software and Licensing

- 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
- Define the term operating system and identify some common operating systems for computers and devices
- Identify common examples of applications like: office productivity, communications, social networking, media, design, mobile applications
- Define the term End-User License Agreement (EULA). Recognise that software must be licensed before use
- Outline the types of software licenses: proprietary, open source, trial version, shareware, freeware

Module 4: Start Up, Shut Down

- Start a computer and log on securely using a user name and password
- Log off, shut down, restart a computer using an appropriate routine

Desktop, Icons, Settings Module 1: Desktop and Icons

- Outline the purpose of the desktop and the taskbar
- Identify common icons like those representing: files, folders, applications, printers, drives, shortcuts/aliases, recycle bin/wastebasket/
- trash
- Select and move icons

- Create, rename, move, delete a shortcut/alias

Module 2: Using Windows

- Identify the different parts of a window: title bar, menu bar, toolbar, ribbon, status bar, scroll bar
- Open, collapse, expand, restore down, maximise, resize, move, close a window
- Switch between open windows

Module 3: Tools and Settings

- Use available help functions
- View the computer's basic system information: operating system name and version number, installed RAM
- Change desktop configuration settings: date and time, volume settings, background, resolution
- Change, add, remove keyboard language. Change default language
- Shut down a non-responding application
- Install, uninstall an application
- Connect a device (USB flash drive, digital camera, media player) to a computer. Disconnect a device using an appropriate routine
- Capture a full screen, active window

Outputs Module 1: Working with Text

- Open, close a word processing application. Open, close files
- Enter text into a document
- Copy, move text within a document, between open documents. Paste a screen capture into a document
- Save and name a document

Module 2: Printing

- Install, uninstall a printer. Print a test page
- Set the default printer from an installed printer list
- Print a document from a word processing application
- View, pause, restart, cancel a print job

File Management Module 1: Introducing Files and Folders

- Understand how an operating system organises drives, folders, files in a hierarchical structure
- Navigate between drives, folders, sub-folders, files
- Display file, folder properties like: name, size, location
- Change view to display files and folders like: tiles, icons, list, details
- Identify common file types like: word processing, spreadsheet, presentation, portable document format (pdf), image, audio, video, compressed, executable files
- Open a file, folder, drive
- Recognise good practice in folder, file naming: use meaningful names for folders and files to help with searching and organisation
- Create a folder
- Rename a file, folder
- Search for files by properties: all or part of file name using wildcards if necessary, content, date modified
- View list of recently used files

Module 2: Organising Files and Folders

- Select individual, adjacent, non-adjacent files, folders
- Sort files in ascending, descending order by name, size, type, date modified
- Copy, move files, folders between folders, drives
- Delete files, folders to the recycle bin/wastebasket/trash and restore to original location

Module 3: Storage and Compression

- Empty the recycle bin/wastebasket/trash
- 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
- Identify file size, folder size, storage capacity measurements like: KB, MB, GB, TB
- View available space on a storage device
- Understand the purpose of file, folder compression
- Compress files, folders
- Extract compressed files, folders to a location on a drive

Networks Module 1: Network Concepts

- Define the term network. Outline the purpose of a network: to share, access data and devices securely
- Define the term Internet. Identify some of its main uses like: World Wide Web (WWW), VoIP, e-mail, IM
- Define the terms intranet, virtual private network (VPN) and identify their main uses
- 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)
- Understand the concepts of downloading from, uploading to a network

Module 2: Network Access

- Identify the different options for connecting to the Internet like: phone line, mobile phone, cable, wi-fi, wi-max, satellite
- Define the term Internet Service Provider (ISP). Identify important considerations when selecting an internet subscription option like: upload speed, download speed and quota, cost
- Recognise the status of a wireless network: protected/secure, open
- Connect to a wireless network

Security and Well-Being Module 1: Protecting Data and Devices

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

Module 2: Malware

- Understand the term malware. Identify different types of malware like: virus, worm, Trojan, spyware
- Be aware how malware can infect a computer or device
- Use anti-virus software to scan a computer

Module 3: Health and Green IT

- Recognise ways to help ensure a user's wellbeing while using a computer or device like: take regular breaks, ensure appropriate lighting and posture
- Recognise computer and device energy saving practices: turning off, adjusting automatic shutdown, backlight, sleep mode settings
- Recognise that computers, devices, batteries, printer cartridges and paper should be recycled
- Identify some options available for enhancing accessibility like: voice recognition software, screen reader, screen magnifier, on-screen keyboard, high contrast

Lab / Exercises

- Practice exercises will be offered during and at the end of each module

Documentation

- Digital courseware included

Exam

- This training prepares for the exam ICDL Base - Computer Essentials (BM1)

Participant profiles

- Anyone who needs to master the features offered by Windows operating system and Outlook, Word and Excel softwares
- Anyone who want to be ICDL certified

Prerequisites

- No prerequisites

Objectives

- Understand the essential concepts related to ICTs, computers, peripherals and software
- Work effectively with a computer using icons and windows
- Change the main operating system settings and use the built-in help functions
- Create a simple document and print it
- Know the principles of good records management and be able to clearly organize files and folders
- Understand the basic concepts of a network and know how to connect to a network
- Understand the importance of protecting data and hardware from a virus attack

Niveau

Fondamental

Duration (in Days)

2

Reference

ECDL1-BM1