

MODULE
CONTENT



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The deployment of Digital Skills Passport takes into account the different learning styles and learning times of individuals, which is key to effective training.

Module 1: COMPUTING FUNDAMENTALS

This module covers the fundamental knowledge required to confidently use a computer in the home or workplace. It includes the desktop environment, outputs, managing files and storage, networking, concepts of security and best practice.

Module 2: DESKTOP COMPUTING

The Desktop Computing module covers operating systems, managing files and folders, using windows, using common file types, data compression, storage and searching, print, security and document management.

Module 3: WORD PROCESSING

This module provides the learner with the full ranges of skills to produce professional level documents through the use of word processing applications. It includes improving productivity, creating and managing documents, designing professional documents, the use of tables and graphics, mail merging and formatting, outputs and print management

Module 4: PRESENTATIONS

Being able to design and deliver a professional presentation is a key skill in the modern workplace. This module covers how to design, create and display an attractive and professional presentation using the latest software applications. It covers using graphical objects, multi-media, transitions and effects, images and sound to create winning slides that will make the right impression on your audience.

Module 5: DATABASES

Databases are central to the efficient management of data in the modern business. This module teaches the learner how to understand databases, how to create and search for records, how to use tables, retrieve data, understand the use of objects and to create professional outputs.

Module 6: SPREADSHEETS

This module allows students to understand the concept of spreadsheets and to demonstrate an ability to use spreadsheets to produce accurate work outputs. On completion of this module the student will be able to work with spreadsheets and save them in different file formats, enter data into cells, use good practice in creating lists, select, sort and copy, move and delete data, edit rows and columns in a worksheet, create mathematical and logical formulas using standard spreadsheets functions, use good practice in formula creation, choose, create, and format charts to communicate information meaningfully.

Module 7: ONLINE I.T. SKILLS

This module covers the essentials of socialising, studying and working online. It gives the learner a full understanding of the using the web, browsing and searching for information securely and effectively, navigation and advanced search features, online communities, internet forums and chat rooms. It covers advanced productivity features such as Voice over IP and Instant Messaging. It also covers the dangers of online activity such as phishing, viruses and fraud.

Module 8: I.T. SECURITY

Working securely is very important when using modern computer applications and going online. This module ensures you will have the knowledge to be safe and secure when operating on the web and in computer networks. It includes understanding data threats, privacy, copyright, network security, and secure data management, safely using the web, social media networks and email.

Module 9: WORKPLACE PRODUCTIVITY

The Workplace Productivity module helps you to understand the role of ICT in the modern workplace and the impact of technology on improving productivity. It covers such essentials areas as streamlining work processes, selecting the appropriate IT tools and interventions for project, developing solutions to improve efficiency and to remove cost, planning and project management

Module 10: SOCIAL MEDIA IN THE WORKPLACE

Social Media is the fastest growing use of ICT in the world today. This module covers how you can use social media channels positively, safely and effectively. The main social media channels are covered in detail - including Facebook, YouTube, Linked In and Twitter.

COMPUTING FUNDAMENTALS



HARDWARE

Introduction to computers	Output devices
Role and Classification of Computers	Internal parts of a computer
Handheld devices	Storage devices
Introduction to hardware	Types of Storage devices
Parts of a computer	Computer's performance factors
Input devices	Ports

SOFTWARE

Introduction	Operating systems
Software- Overview	Application Programs
Importance of Software	Accessibility Software
Different Types of Software	

NETWORKS

Computer Networks- an overview	Uploading and Downloading
The methods of Networking	Transfer rate
Clients- Server technology	Connecting to internet
The internet – An Overview	Ways to connect to the Internet
Services provides by the Internet	Characteristics of Broadband
Intranet	Satellite Internet
Extranet	

ICT IN EVERYDAY LIFE

Introduction and ICT – An overview	Ergonomics
Common Internet Services	Computer Related Syndrome
Teleworking	Health and Safety Precautions
ICT and Communication	Additional Tips for Laptop Users
Virtual Communities	General health and Safety Guide
Online Content Publishing	Green IT
Online Safety Guidelines	Recycling Computer Parts
Guidelines for efficient Use of Energy	

SECURITY

Need for Passwords	Data Theft prevention methods
Effective Password Policies	Viruses
Offsite backup	Updating Anti-virus Software
Firewall	

LAW

Introduction	End User License Agreement (EULA)
Copyright	Freeware, Shareware and Open Source
Software License	Data Protection Act and Data Controller
Types of License	Data Protection Rights
Valid Software Parameters	

DESKTOP COMPUTING

The desktop Computing Module covers operating systems, managing files and folders, using windows, using common file types, data compression, storage and searching, print, security and document management.



OPERATING SYSTEMS

Introduction	Setting Date and Time
Starting a Computer	Adjusting Volume Settings
Booting a Computer	Customizing Your Desktop Settings
Logging in/signing in	Creating a User Account
Shutdown and Restart	Setting Keyboard Language
Accessing Windows Help and Support Feature	Installation and Application
Checking the Configuration of a Computer	Un-installing an Application
Desktop	Capturing Screenshots
Exploring Control Panel	

DESKTOP AND MULTIPLE WINDOWS

Introduction	Opening Files and Folders
Identifying Common Icons	Different parts of an Application Window
How to move icons	Maximising, minimising and Scaling Windows
Creating/Removing Shortcuts	

FOLDER MANAGEMENT

Introduction	Benefits of Online Storage
File Explorer Overview	Open a Window to Display Folder Details
Various sections of Explorer	Expand and Collapse Views of Drives and Folders
Storage Devices	Navigate to a folder or a Drive
File Size Measurement	Creating Files and Folders
Importance of Backing up Data to Offshore Storage	

FILE MANAGEMENT

Introduction	Changing File Status
File Types and Extensions	Sorting Files
Text File Extensions	Guidelines for Naming a Folder
Image File Extensions	Renaming File and Folder
Audio and Video File Extensions	Selecting Files or Folders
Compressed File Extensions	Copying and Moving Files and Folders
Text Editing Application	

USING DIFFERENT FEATURES IN FOLDERS

Introduction	Search for Files by Date
Delete and Restoring Files and Folders	Search for files by size
Using Search Tool	Search for Files Using Wildcards
Search for Files by Content	View Recently Used Files

UTILITIES

Introduction	Viruses
Explain File Compression	Scan for Viruses
Compressing Files in a Folder	Updating Anti-Virus Software
Extracting Files	

PRINT MANAGEMENT

Printer Installation	View Print Job Progress
Using Printers	Handling Print Jobs
Changing Default Printer	

WORD PROCESSING

This module provides the learner with the full ranges of skills to produce professional level documents through the use of word processing applications. It includes improving productivity, creating and managing documents, designing professional documents, the use of tables and graphics, mail merging and formatting, outputs and print management.



WORD APPLICATION

Introducing a Word Processing Application	Saving a Document with another name
Opening Word Application	Saving a document as Another File Type
Closing Word Application	Switching Between Open Documents
Opening an Existing Word Document	Configuring Basic Preferences
Closing an Existing Word Document	Using Help
Basic User Interface	Using Magnification/Zoom
Creating a New Document	

CREATING

Learning Objects	Editing the text in a document
Entering and Deleting Text	Using Find and replace Function
Inserting Symbols	Using Cut, Copy and Paste Function
Display and Hide Non-printing Characters	Using Cut, Copy Paste to move Text to Another Document
Selecting the Text in a document	Using Undo and Redo Commands

FORMATTING

Formatting	Importance of Aligning text
Changing the font type and size	Aligning text
Using bold, Italic and underline commands	Indenting paragraphs
Changing the font colour	Using tabs
Applying superscript and subscript	Applying line spacing
Applying change case to text	Apply bullets
Applying automatic hyphenation to text	Applying numbered lists
Merging and splitting paragraphs	Applying shading
Applying borders	Applying Styles
Using the format painter	

OBJECTS

Inserting a Table	Modifying the Cell Border in a Table
Entering data in a table	Modifying Cell Background in a Table
Selecting Rows and Columns in a Table	Inserting pictures
Inserting Rows and Columns in a Table	Formatting Pictures
Deleting Rows and Columns in a Table	Cut, Copy and Pasting Images in a Document
Changing the Dimensions of a Cell in a Table	Copying and Moving images to another document

MAIL MERGE

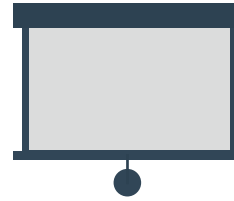
Basic Steps of mail merge	Creating a new address list
Opening a mail merge wizard	Writing a letter
Creating a document	Previewing the letters
Selecting a document	Printing the letter

OUTPUT

Changing the document orientation	Adding auto fields in the Header
Changing the page size	Adding Page Numbers
Changing Margings	Using the Spell-Checker
Using Page Breaks	Print Preview
Adding headers and footers	Printing a Document

PRESENTATIONS

Being able to design and deliver a professional presentation is a key skill in the modern workplace. This module covers how to design, create and display an attractive and professional presentation using the latest software applications. It covers using graphical objects, multi-media, transitions and effects, images and sound to create winning slides that will make the right impression on your audience.



PRESENTATION TOOLS

Introducing the presentation application	Saving a presentation with another name
Opening the presentation application	Saving a presentation an another file type
Closing the presentation application	Switching between presentations
Opening a presentation	Configuring basic preferences
Basic user Interface	Using Help
Creating a new presentation	Using magnification/zoom tools
Saving a new Presentation	

DEVELOPING

Different presentation views	Deliting Slides
Best Practice on Naming Presentation slides	Editing Master Slides
Editing Slide Appearance	Apply Automatic Slide Numbering
Copying and Moving Slides	

FORMATTING

Best Practice for creating content	Formatting text
Adding, editing, deleting texts	Adding bullets, indenting, and line spacing
Copying and moving texts	Adding and editing tables
Undo and redo commands	

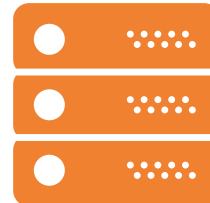
CHARTS	
Creating charts	Changing chart colour
Changing chart type	Creating an organisation chart
Adding and removing chart title	Editing and organising chart
Adding data labels	

GRAPHICS	
Inserting pictures into slides	Inserting text into graphical objects
Copying or moving graphical objects	Customising graphical objects
Manipulating graphical objects	Changing arrow start and arrow end style
Aligning graphical objects	Applying shadow to drawn objects
Adding shapes and objects	Positioning drawn objects

OUTPUT	
Transition effects	Spell Checkers
Animation effects	Changing slide set-up
Presenter Effects	Printing
Hiding/showing slides	Starting slide show

DATABASES

Databases are central to the efficient management of data in the modern business. This module teaches the learner how to understand databases, how to create and search for records, how to use tables, retrieve data, understand the use of objects and to create professional outputs.



DATABASES

Database	Field properties
Data and information	Primary key
Database organisation	Index
Common database users	Rating tables
Database tables	Building relationships
Data fields	Relationship integrity
Data types	

APPLICATION

Opening a database application	Using Help
Closing a database application	Open, Save and close database objects
Opening an existing database	Switch between view modes
Closing an existing database	Delete tables
Basic User Interface	Navigation through records
Creating a new database using a template	Sorting records

TABLES

Add and delete records in a table	Consequences of changing data type and Field properties
Add, modify and delete data in a record	Setting a field as a primary key
Create a table	Index a field
Field property setting	Add a field to an existing table
Data Validation rules	Modify column width

RETRIEVING INFORMATION

Search command	Multi-table query
Apply filter	Adding criteria to a query using operators
Remove a filter	Adding criteria to a query using logical operators
Query	Using a Wild Card
Single Table Query	Edit a Query

OBJECTS

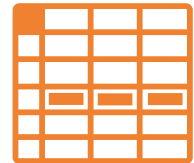
Uses of Forms	Deleting records in a form
Creating a form	Editing data in a form
Inserting records in a form	Form headers and footers

OUTPUT

Uses of reports	Changing orientation and paper size
Creating a report	Printing selected pages in a table
Arranging data fields and headings	Printing selected content in a table
Grouping a report	Printing using from layout
Headers and footers in reports	Printing a query result
Exporting a table and query report	Printing specific pages of a report

SPREADSHEETS

This module allows students to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs. On completion of this module the student will be able to work with spreadsheets and save them in different file formats, enter data into cells, use good practice in creating lists, select, sort and copy, move and delete data, edit rows and columns in a worksheet, create mathematical and logical formulas using standard spreadsheet functions, use good practice in formula creation, choose, create, and format charts to communicate information meaningfully.



USING THE APPLICATION

Opening a spreadsheet application	Saving a Spreadsheet with a different name
Closing a spreadsheet application	Saving a spreadsheet application as a different File Type
Opening and closing an existing spreadsheet	Switching between open spreadsheets
Basic user interface of Excel 2013	Configuring basic preferences
Creating a New Spreadsheet Using a Template	Using the Help Function
Saving a Spreadsheet	Using the magnification /zoom tools
Data types	

CELLS

Cells	Search and replace
Guidelines for creating list	Sort Cells
Inserting content	Copy cell content
Cell selection	Auto Fill
Edit cell content	Move cell content
Undo, redo command	Delete content

MANAGING WORKSHEETS

Row selection	Freeze and unfreeze rows/columns
Column selection	Switch between worksheets
Row insertion	Insert a new worksheet
Column insertion	Delete a worksheet
Delete row	Cope worksheets
Delete column	Naming worksheets
Modify row height	Rename worksheets
Modifying column width	

FORMULA AND FUNCTIONS

Good practice in formula creation	Use of Functions - Average
Create formulae - addition	Use of Functions - Maximum number
Create formulae - Subtraction	Use of Functions - Minimum number
Create formulae - multiplication	Logical functions
Create formulae - Division	Relative and Absolute Cell Referencing
Standard Errors	Relative Cell Referencing
Use of Functions - Sum	Absolute Cell Referencing

FORMATTING

Formatting decimal Places	Changing cell background colour
Adding and removing thousands separator	Copying format
Formatting data style	Copying format cell to a cell range
Displaying currency symbol	Wrapping text
Displaying numbers as percentages	Aligning text horizontally
Changing font style and size	Aligning text vertically
Applying border style	Changing Text orientation
Applying Italic style	Merging styles
Underlining text	Adding borders to cells
Applying double underline style	Applying border styles
Changing font colour	

CHARTS	
Creating column chart	Adding data labels
Creating bar chart	Filling background colours
Changing a chart type	Adding legend to a chart
Moving a chart	Changing colour of a column in a column chart
Resize a chart	Changing colour of a bar in a bar chart
Deleting a chart	Changing colour of a pie slice in a pie chart
Adding a chart title	Changing colour of a line in a line chart
Deleting chart title	Changing font size, colour of a chart label

OUTPUTS	
Changing margins	Turning off and on display of grid lines and headings
Changing document orientation	Applying row title
Changing page size	Preview a worksheet
Adjusting page setup	Printing selected cell
Adding headers and footers	Printing entire worksheet
Using spell checker	Printing entire spreadsheet
Using formula checker	Printing selected chart

ONLINE IT SKILLS

This module covers the essentials of socialising, studying and working online. It gives the learner a full understanding of the using the web, browsing and searching for information securely and effectively, navigation and advanced search features, online communities, internet forums and chat rooms. It covers advanced productivity features such as Voice over IP and Instant Messaging. It also covers the dangers of online activity such as phishing, viruses and fraud.



THE INTERNET

What is Internet and where do we use the Internet	Secure Web Site
World Wide Web	Digital Certificate
Common Internet Terms	Anti-virus software and Updating Anti-Virus
Web Browsers and Search Engines	Firewall
Really Simple Syndrome and Podcasts	Network security
Encryptions	Potential Dangers of Online Activities
Malicious programs	Identifying Parental Control Options

WEB BROWSER

Web Browser Interface	Enabling and Displaying Utility Bars
Opening and Closing a Web Browsing Application	Configuration Utility Tool Bars
Opening an URL	Navigating Browser
Opening an URL in a new Tab	Checking browser history
Stopping a Webpage from downloading	Screen Magnification
Refreshing a webpage	Adding and deleting a Bookmark
Setting Home Page	Displaying a Bookmarked Page
Clearing History	Creating and deleting a Bookmark Folder
Configuring Cookies and Configuring pop-Ups	

USING THE WEB

Web forms	Advanced search
Entering Data in a Web Form	Searching an Encyclopaedia
Simple Search	Searching a Dictionary

WEB OUTPUTS

Saving a Web Page	Changing Page Margins
Downloading Files from a Web Page	Preview a Web Page
Copying Text from a Web Page	Printing the Entire Web Page
Copying Image from a Web Page	Printing Specific Web Pages
Changing Page Orientation	Printing Selected Text
Changing Paper Size	

USING E-MAIL

Opening and closing an e-mail application	Save as draft
Opening and closing e-mails	Spell checker
Configuring Outlook 13	e-mail priority
Outlook Interface	Reply to e-mails
Create new e-mail	Opening an attachment
e-mail fields	Print an e-mail
Copying content to e-mail	Inbox headings
e-mails fields	Reply settings
Copying content to e-mail	Flag en e-mail
Insert/remove file attachment	Read/unread status
Save as draft	

E-MAIL MANAGEMENT

Search for an E-mail	Empty Trash Folder
Sort an E-mail	Add contact to Address Book
E-mail Folders	Update Address Book
Move E-mail to Folders	Distribution List
Delete E-mail	Updating Distribution List
Restore E-mail	

IT SECURITY

Working securely is very important when using modern computer applications and going online. This module ensures you will have the knowledge to be safe and secure when operating on the web and in computer networks. It includes understanding data threats, privacy, copyright, network security, and secure data management, safely using the web, social media networks and email.



SECURITY CONCEPTS

Data and Information	The CIA Model and Data and Privacy Laws of a country
Cybercrime	IT Usage Policy
Different Types of Cybercrime Hacking and Cracking	Social Engineering & Methods of Social Engineering
Ethical Hacking	Identity Theft and Implications and types of Identity theft
Force Majeure and Human Threat to Data	Macro Security Setting
Protecting Personal and Protecting Confidential Data	Protecting Documents
Preventing Unauthorised access	Encryption

MALWARE

Types of Malware	Limitations of an Anti-Virus
Infectious Malware	Scanning with Anti-Virus
Data Theft	Quarantine
Log keystrokes	Updating Anti-Virus
Anti-Virus	

NETWORK SECURITY

Network and network Types	Wireless Security
Network Administrator	Unprotected Wireless Network
Firewall	Connecting to Wireless network
Connecting to Network	Securing the Wireless Router
Network Security	Good Password Policies
Network Password	Biometrics

SECURE WEB

Online Shopping	Cookies
Importance of Secure Web Transactions	Allowing and Blocking Cookies
Identifying a Secure Website	Deleting Internet Browsing files
Pharming	Content Control Software
Digital Certificate	Restricting Confidential Information on Social networking sites
One Time Password	Appropriate Privacy settings & Facebook Privacy settings
Auto Complete	Potential Dangers of Using Social Networking Sites
Enable/Disable Autocomplete	

COMMUNICATION

Encrypting E-mails	Instant Messaging
Digital Signature	Security Issues while Using Instant Messaging
Creating and Using Digital Signature	Securing IM Communication
Fraudulent E-mails	Bluetooth
Phishing	Bluetooth security Issues
Threats for Executable Files	

SECURE DATA MANAGEMENT

Ways to ensure Physical Security	Verification and Validation of Data Backup
Data Backup	Deleting Files
Importance of Backup	Data Deletion and Destruction
Data Backup Settings	Common Methods of Data Destruction

WORKPLACE PRODUCTIVITY

The Workplace Productivity module helps you to understand the role of ICT in the modern workplace and the impact of technology on improving productivity. It covers such essentials areas as streamlining work processes, selecting the appropriate IT tools and interventions for project, developing solutions to improve efficiency and to remove cost, planning and project management.



USING IT

Planning your IT Skills	Company/Legal Requirements
Choosing the right IT System	Completing the Task

REVIEWING IT

Do Tools Match Tasks?	What improvements can you make?
Do Tools stand up to Scrutiny?	Were Solutions Effective?
Does the Output meet standard requirements?	

IMPROVING PRODUCTIVITY

Reviewing Use of Tools	Creating & Evaluating solutions
Enhancing Efficiency	

SOCIAL MEDIA IN THE WORKPLACE

Social Media is the fastest growing use of ICT in the world today. This module covers how you can use social media channels positively, safely and effectively. The main social media channels are covered in detail - including Facebook, YouTube, Linked In and Twitter.



GOALS	
Effective Media Goals	Product Goals
Business Goals	Communication Goals
Customer Service Goals	

LINKEDIN	
Introduction to LinkedIn	Sharing and updating Information
Setting-up a LinkedIn Account	Relationship degrees
Adding Profile Picture	Requesting for recommendation
Building your LinkedIn Profile	Recommending your contacts
What is a Professional Headline ?	Group
Updating the Headline	Finding and joining a Group
Configure your privacy settings	Participate in Group Discussions
Building Connections	Adding a Company Page
Building a connection – importing contacts	Social Media Plugins for LinkedIn
Building connections searching contacts	Adding LinkedIn Social Plugin

TWITTER

Introduction to Twitter	What to Tweet?
Setting up a Twitter Account	Search and Follow
Technical Jargon	Security and Privacy settings
Building you Twitter Profile	Creating Lists
How to Tweet?	Social PLugins
Compose a new Tweet	Customise your Twitter Profile Background
URL Shortening	

FACEBOOK

Overview of Facebook	Using Facebook Apps
Signing up on Facebook	Adjusting Facebook Privacy settings
Entering Profile Information	Using the Audience selector
Uploading a profile Picture	Facebook Business Page
Changing a Profile Picture	Creating a business page
Adding a cover photo	Setting up a Business Page
Common Facebook terminology	Using the Admin Panel
Adding Friends- Facebook Search	Adding Posts, Videos and Photos
Adding Friends – Other Methods	Understanding Facebook Social Plugins
Posting Content	Using Facebook Social PLugins
Creating groups	Benefiting from Facebook Insights