

DIGITAL CITIZEN PLUS



What is Digital Citizen Plus?

Digital Citizen Plus provides an introduction to some of the topics covered in the most popular ICDL modules – Computer Essentials, Online Essentials, Word Processing, and Spreadsheets. It introduces some of the essential concepts and skills relating to effective computer use, basic desktop management, creating and editing documents and spreadsheets, searching the web and sending e-mail.

ON COMPLETION OF THIS MODULE, THE CANDIDATE WILL BE ABLE TO:

- Understand computer concepts around hardware and software.
- Identify health, environment and security considerations when using computers.
- Manage basic desktop settings and manage files and folders.
- Create, save, edit and format a word processing document.
- Create, save, edit and format a spreadsheet document.
- Search for information on the web, create and edit bookmarks.
- Create and send e-mails.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers some of the essential knowledge and skills that make up the internationally-recognised ICDL Computer Essentials, Online Essentials, Word Processing, and Spreadsheets modules.
- Allows candidates to transition more easily to these modules.
- Allows for skills and knowledge to be developed in a supported training environment leading to certification following completion of a workbook and a straightforward assignment.

HOW DO I GET STARTED?

- To find out more about this module and to locate your nearest accredited test centre, please visit:

icdlafrica.org/digitalcitizenplus

MODULE OUTLINE

UNIT	TOPIC
Computers and Devices	<ul style="list-style-type: none"> • Hardware Concepts • Software Concepts • Computer Usage Considerations
Desktop and Managing Files	<ul style="list-style-type: none"> • First Steps • Manage Basic Desktop Settings • Manage Files and Folders
Word Processing	<ul style="list-style-type: none"> • Create and Save Documents • Edit Documents • Format Documents • Print
Spreadsheets	<ul style="list-style-type: none"> • Create and Save Spreadsheets • Enter Content and Edit Spreadsheets • Format Spreadsheets • Print
Communications	<ul style="list-style-type: none"> • Search the Web • Manage Bookmarks • Manage Search Output • Send e-mails • Create e-mails