



ECDL / ICDL Module 2 – Using the Computer and Managing Files

WHAT IS ECDL / ICDL MODULE 2 - USING THE COMPUTER AND MANAGING FILES?

This module allows candidates to demonstrate competence in running and managing a personal computer.

On completion of this module the candidate will be able to:

- Use the main features of the operating system; adjust the main computer settings; use built-in help features.
- Operate a computer desktop in a graphical user environment effectively.
- Know about the main concepts of file management; be able to efficiently organise files and folders so that they are easy to identify and find.
- Use utility software to compress and extract large files.
- Use anti-virus software to protect against computer viruses.
- Demonstrate the ability to use simple text editing and print tools available within the operating system.

WHAT ARE THE BENEFITS OF THIS MODULE?

The following outlines the benefits of ECDL / ICDL Module 2 - Using the Computer and Managing Files:

- Covers the key skills needed to use the computer and manage files.
- Certifies best practice in effective computer use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world - ensures relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module's syllabus and training materials and to locate your nearest accredited test centre, please visit www.icdlgcc.org/programmes

SYLLABUS OVERVIEW

CATEGORY	SKILL SET
Operating System	<ul style="list-style-type: none"> • First Steps • Setup • Working with Icons • Using Windows
File Management	<ul style="list-style-type: none"> • Main Concepts • Files and Folders • Working with Files • Copy, Move • Delete, Restore • Searching
Utilities	<ul style="list-style-type: none"> • File Compression • Anti-Virus
Print Management	<ul style="list-style-type: none"> • Printer Options • Print

