ECDL

This module sets out essential concepts and skills relating to web browsing, effective information search, online communication and e-mail.

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

- Understand web browsing and online security concepts.
- Use the web browser and manage browser settings, bookmarks, and web outputs.
- Search effectively for online information and critically evaluate web content.
- Understand key copyright and data protection issues.
- Understand concepts of online communities, communications and email.
- Send, receive e-mails and manage email settings.
- Organise and search emails and use calendars.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to understand the main concepts relating to web browsing and online security.
- Certifies best practice in effective online computer use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.ecdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Web Browsing Concepts	• Key Concepts • Security and Safety
Web Browsing	• Using the Web Browser • Tools and Settings • Bookmarks • Web Outputs
Web-Based Information	• Search • Critical Evaluation • Copyright, Data Protection
Communication Concepts	• Online Communities • Communication Tools • E-mail Concepts
Using E-mail	• Sending E-mail • Receiving E-mail • Tools and Settings • Organising E-mails • Using Calendars