

European/International Certificate of Digital Literacy (Advanced) – Online Test

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About this Test:

- You can document your advanced knowledge of Office programmes with the Advanced certificates. For every Advanced module you pass, you will receive the corresponding ICDL Advanced certificate. You do not need a previous ICDL certificate to be able to take an Advanced exam. Please consult the ICDL Advanced Syllabus for the detailed exam contents.
- **COMPUTER ESSENTIALS**
- **ONLINE ESSENTIALS**

- **WORD PROCESSING**

- **SPREADSHEETS**

- **DATABASES**

- **PRESENTATION**

Test Domains:

- Understand key concepts relating to ICT, computers, devices and software.
- Start up and shut down a computer
- Work effectively on the computer desktop using icons, windows
- Adjust the main operating system settings and use built-in help features
- Create a simple document and print an output
- Know about the main concepts of file management and be able to efficiently organise files and folders
- Understand key storage concepts and use utility software to compress and extract large files
- Understand network concepts and connection options and be able to connect to a network
- Understand the importance of protecting data and devices from malware, and the importance of backing up data
- Recognise considerations relating to green IT, accessibility, and user health
- Covers the key skills and main concepts relating to ICT, computers, devices, and software
- 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. This process ensures the relevance and

range of module content

- 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.
- Work with documents and save them in different file formats, locally or in the cloud.
- Use available help resources, shortcuts and the go to tool to enhance productivity.
- Create and edit word processing documents that will be ready to share and distribute.
- Apply different formats and styles to enhance documents and recognise good practice in choosing the appropriate formatting options.
- Insert tables, pictures and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings and check and correct spelling before printing.
- Work with spreadsheets and save them in different file formats, locally or in the cloud.
- Use available help resources, shortcuts and the go to tool to enhance productivity.
- Enter data into cells and use good practice in creating lists. Select, sort and copy, move and delete data.
- Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets.
- Create mathematical and logical formulas using standard spreadsheet functions. Use good practice in formula creation and recognize error values in formulas.
- Format numbers and text content in a spreadsheet and use

available autoformat/table styles.

- Choose suitable charts, and create and format charts to communicate information meaningfully.
- Adjust spreadsheet page settings and check and correct spreadsheet content before printing.



Audience:

- students, beginners in IT

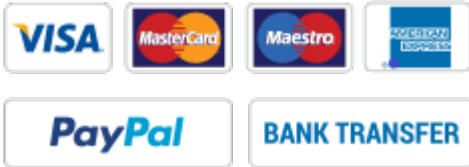
Test Format:

ONLINE ONLY

Language Options:

	
Български (Bulgarian)	Английски (English)

Payments :



Next Date:



Apr 6

6 April 2024 @ 10:00 - 28 April 2024 @ 14:00 EEST 


[Linux Professional Institute LPIC-1 prep for 101-500 and 102-500 \(4 weeks\)](#)

Apr 7

7 April 2024 @ 10:00 - 29 April 2024 @ 14:00 EEST 


[Linux Professional Institute LPIC-1 prep for 101-500 and 102-500 \(4 weeks\)](#)

Apr 13

13 April 2024 @ 10:00 - 5 May 2024 @ 14:00 EEST 


Linux Professional Institute LPIC-1 prep for 101-500 and 102-500 (4 weeks)

Apr 14

14 April 2024 @ 10:00 - 6 May 2024 @ 14:00 EEST 

Linux Professional Institute LPIC-1 prep for 101-500 and 102-500 (4 weeks)

Apr 24

24 April 2024 @ 09:00 - 26 April 2024 @ 17:00 EEST 

ITIL® 4 Strategist Direct Plan and Improve (DPI)

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