

Open Computer Driving License TM

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Version 1 : 4 March 2015

Updated : 26 March 2023

Course Outline

OCDL Module 1: Computer Essentials

1.1 Computers and Devices

ICT

Hardware

Software and Licensing

Start up Shut Down

1.2 Mobiles

Calling

SMS

USSD

Internet

Email

Apps

Backup and restore

Whatsapp

Telegram

Signal

1.3 Desktop, Icons, Settings

Desktops and Icons

Using Linux

Tools and Settings

1.4 Outputs

Working with Text

Printing

1.5 File Management

Introducing Files and Folders

Organising Files and Folders

Storage and Compression

1.6 Networks

Network Concepts

Network Access

1.7 Security and Well-Being

Protecting Data and Devices

Security loopholes

Ergonomics

Energy Efficiency

Recyclable IT components and consumables

OCDL Module 2: Online Essentials

2.1 Web Browsing Concepts

Key Concepts
Security and Safety

2.2 Web Browsing

Using the Web Browser
Tools and Settings
Bookmarks
Web Output

2.3 Web-Based Information

ChatGPT
Search (you.com, google, duckgogo, startpage)
Critical Evaluation
Copyright, Data Protection

2.4 Communication Concepts

Online Communities
Communication Tools
E-mail Concepts

2.5 Using E-mail

Sending E-mail
Receiving E-mail
Tools and Settings
Organising E-mails
Using Calendars

OCDL Module 3: Word Processing

3.1 Using the Application

Working with Documents
Enhancing Productivity

3.2 Document Creation

Enter Text
Select, Edit

3.3 Formatting

Text
Paragraphs
Styles

3.4 Objects

Table Creation
Table Formatting
Graphical Objects

3.5 Mail Merge

Preparation
Outputs

3.6 Prepare Outputs

Setup
Check and Print

OCDL Module 4: Spreadsheets

4.1 Using the Application

Working with Spreadsheets
Enhancing Productivity

4.2 Cells

Insert, Select
Edit, Sort
Copy, Move, Delete

4.3 Managing Worksheets

Rows and Columns
Worksheets

4.4 Formulas and Functions

Arithmetic Formulas
Functions

4.5 Formatting

Numbers/Dates
Contents
Alignment, Border Effects

4.6 Charts

Create
Edit

4.7 Prepare Outputs

Setup
Check and Print

OCDL Module 5: Presentation

5.1 Using the Application

Working with Presentation
Enhancing Productivity

5.2 Developing a Presentation

Presentation Views
Slides
Master Slide

5.3 Text

Handling Text
Formatting
Lists
Tables

5.4 Charts

Using Charts
Organisation Charts

5.5 Graphical Objects

Insert, Manipulate
Drawing

5.6 Prepare Outputs

Preparation
Check and Deliver

OCDL Module 6: I.T. Security

6.1 Security Concepts

Data Threats
Encryption
Value of Information
Personal Security
File Security

6.2 Malware

Definition and Function
Types
Protection
Ransomware

6.4 Network Security

6.4.1 Networks

Network Connections
Wireless Security
Access Control

6.4.2 Secure Web Use

Web Browsing
Social Networking
Storage and Compression

6.4.3 Communications

E-mail
Instant Messaging

6.4.4 Secure Data Management

Securing and Backing up
Secure Destruction

OCDL Module 7: Using Databases

7.1 Understanding Databases

Key Concepts
Database Organisation
Relationships
Operation

7.2 Using the Application

Working with Databases
Common Tasks

7.3 Tables

Records
Design

7.4 Retrieving Information

Main Operations
Queries

7.5 Objects

Forms

7.6 Outputs

Reports, Data Export
Printing