

ICDL Professional



PRESENTATIONS (ADVANCED)



The Presentations (Advanced) module covers the advanced skills needed to plan and create effective presentations, manage and protect presentations, as well as the technical considerations of giving presentations.

Presentations are helpful in a wide range of business settings and are now a standard communication tool. At the same time, how information is presented has a big impact on how well that information is understood. Workers need to be able to communicate complex information in ways that suit different types of audience and for different purposes.

This module is suitable for a wide range of candidates; for example, employees who need to share knowledge with others, entrepreneurs pitching for support or investment, businesspeople selling a product or service, or academics presenting research findings or new projects.

Develop the skills needed to plan, create, and deliver presentations to a range of audiences.

The Presentations (Advanced) Module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

Successful candidates will be able to plan and design complex presentations that communicate effectively with the target audience in the chosen venue. After passing this module, candidates will feel confident creating advanced presentations from scratch. They will be able to:

- understand and adapt to the demographics of the audience
- recognise the importance of graphical elements and when to use them
- identify where and how multimedia elements can enhance a presentation
- apply settings to improve the attractiveness and delivery of presentations
- understand technical considerations such as equipment, lighting, and accessibility.

Why certify with ICDL?

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Module Overview	
Category	Skill Set
Presentation Planning	<ul style="list-style-type: none"> • Audience and Environment • Design, Content and Layout
Slide Masters and Templates	<ul style="list-style-type: none"> • Slide Masters • Templates
Graphical Objects	<ul style="list-style-type: none"> • Formatting Drawn Objects • Formatting Pictures, Images • Handling Graphical Objects
Charts and Diagrams	<ul style="list-style-type: none"> • Using Charts • Using Diagrams
Multimedia	<ul style="list-style-type: none"> • Audio, Video • Animation
Enhancing Productivity	<ul style="list-style-type: none"> • Linking, Embedding • Importing, Exporting, Securing
Managing Presentations	<ul style="list-style-type: none"> • Custom Shows • Slide Show Settings • Slide Show Delivery



ICDL Professional DOCUMENTS (ADVANCED)



The Documents (Advanced) module covers the concepts and skills needed to produce complex documents. It looks at areas such as creating long reports, formatting documents so they are attractive and easy to read, structuring information and creating templates, as well as improving productivity.

Employers expect professional workers to be able to produce complex written documents that communicate effectively no matter the topic. Word processing software has become very sophisticated, so it is vital to have the skills that take advantage of the features available to produce well-structured and attractive documents efficiently.

This module is suitable for a wide range of candidates who want to go beyond basic word processing skills and produce sophisticated documents. The skills developed in this module are applicable in any work or academic setting. Candidates will also see an improvement in productivity and learn to collaborate with others on documents.

Develop the skills needed to create complex documents that are attractive and easy to read.

The Documents (Advanced) Module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

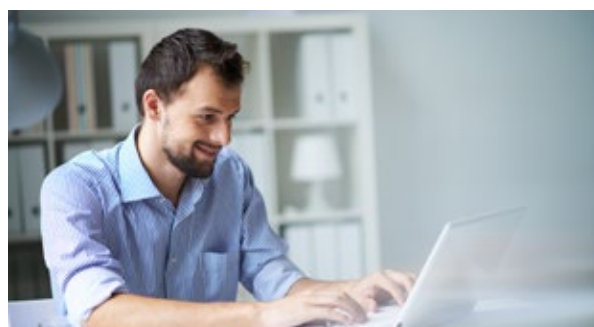
Successful candidates will be able to create long and complex documents that could include advanced elements such as reference tables, graphs, links, or forms. After passing this module, candidates will also feel confident managing and collaborating on documents with others. They will be able to:

- work collaboratively with others to securely create and review documents
- recognise good practice in design and the importance of consistent formatting and styling
- know how to create a structure and apply the correct formatting to the elements on the page
- understand the importance of referencing and how to include it
- know how to enhance documents with automation and dynamic information.

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Module Overview	
Category	Skill Set
Formatting	<ul style="list-style-type: none"> • Text • Paragraphs • Styles • Columns • Tables
Referencing	<ul style="list-style-type: none"> • Captions, Footnotes and Endnotes • Citations and Bibliography • Reference Tables and Indexes • Bookmarks and Cross-References
Enhancing Productivity	<ul style="list-style-type: none"> • Using Fields • Forms, Templates • Mail Merge • Linking, Embedding • Automation
Collaborative Editing	<ul style="list-style-type: none"> • Tracking and Reviewing • Security
Preparing Outputs	<ul style="list-style-type: none"> • Sections • Document Setup • Spelling, Thesaurus



ICDL Professional WEBSITES



The Websites module covers the main concepts of web publishing and the skills needed to create, upload, and maintain a web site. It includes important topics such as security and copyright.

Thanks to the internet, it has never been easier to communicate with a worldwide audience. Websites are crucial for virtual interactions, from selling products or services to sharing ideas or knowledge. Having the skills to set up a website and use web authoring software to maintain and update it are highly valuable in a competitive work environment.

Websites are a common tool of businesses, organisations, and communities. This makes the Websites module suitable for a wide range of candidates, including employees, volunteers, students, graduates, and bloggers.

Develop the skills needed for web editing and publishing, including using HTML and CSS.

The Websites Module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

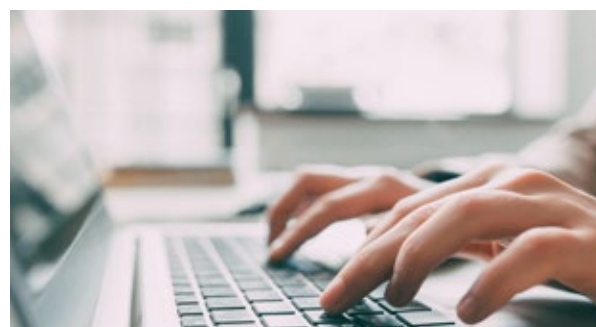
Successful candidates will be able to register a domain, set up a website, and maintain it using web authoring software. After passing this module, candidates will feel confident making changes to a website and using basic coding skills. They will be able to:

- understand important aspects of publishing on the web
- recognise the planning and design aspects of creating a website
- identify the different functions of a web authoring tool and how to use them
- apply HTML and CSS to a website to enable the formatting of text, images, and other elements
- understand how to publish a site and troubleshoot issues

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Module Overview	
Category	Skill Set
Web Concepts	<ul style="list-style-type: none"> • Key Terms • Web Publishing • Legal Issues
HTML	<ul style="list-style-type: none"> • Fundamentals of HTML • Using HTML
Web Authoring	<ul style="list-style-type: none"> • Design • Using the Application • Enhancing Productivity • Text Input and Formatting • Paragraph Formatting • Page Formatting • Hyperlinks • Tables
Using Objects	<ul style="list-style-type: none"> • Graphical Objects • Forms
Styles	<ul style="list-style-type: none"> • CSS Concepts • Using CSS
Prepare Upload	<ul style="list-style-type: none"> • Check • Publish



ICDL Professional

2D DESIGN



The 2D Design module covers the main concepts and skills needed to create two-dimensional drawings, change object properties, and print or plot outputs.

Computer-aided design (CAD) is used extensively in a wide range of industries. CAD skills are in demand in digital sectors, although with CAD applications even non-technical professionals can create complex 2D designs and concepts.

This module is suitable for students and working professionals in fields related to the architectural, engineering, and construction sectors. It would also be of value to designers in areas such as product development, gaming, and technology.

Develop the skills needed to create 2D drawings and projects using computer-aided design tools.

The 2D Design module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

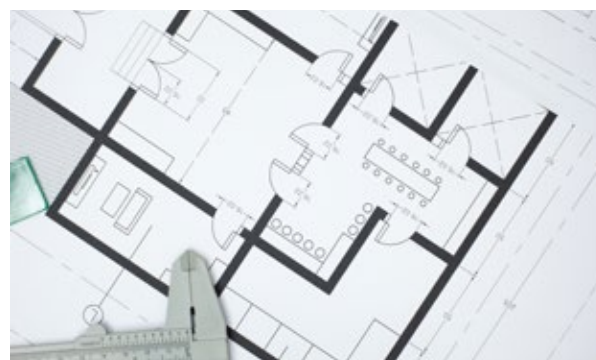
Successful candidates will be able to create, edit, and output a two-dimensional design or drawing. After passing this module, candidates will feel confident using a 2D CAD application to create high-quality designs. They will be able to:

- understand how 2D design applications are used to create and edit drawings
- recognise when to use layers and levels
- know the main operations of a 2D CAD application and how to use them
- apply advanced features, such as block and cells, to a project
- understand how to output a drawing for plotting or printing

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Module Overview	
Category	Skill Set
Getting Started	<ul style="list-style-type: none"> • First Steps • Navigating • Using Layers/Levels • Drawing Exchange
Main Operations	<ul style="list-style-type: none"> • Create Objects/Elements • Selection Tools • Manipulate Objects/Elements • Using Inquiry Commands • Properties • Annotation (text and dimensions)
Advanced Features	<ul style="list-style-type: none"> • Using Blocks/Cells • Using OLE
Outputs	<ul style="list-style-type: none"> • Plot/Print Options



ICDL Professional

3D DESIGN



The 3D Design module covers the main concepts and skills needed to create three-dimensional drawings using computer-aided design (CAD).

This module develops the knowledge and skills to use 3D design software for tasks such as manipulating objects and rendering photorealistic graphics using lights, textures, and backgrounds.

This module is suitable for students, designers, engineers, architects, technical staff, and people who want to build on their 2D CAD skills by exploring the potential of 3D modelling. CAD is used extensively in a wide range of industries.

Develop the skills needed to create 3D design creations using computer-aided design tools.

The 3D Design module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

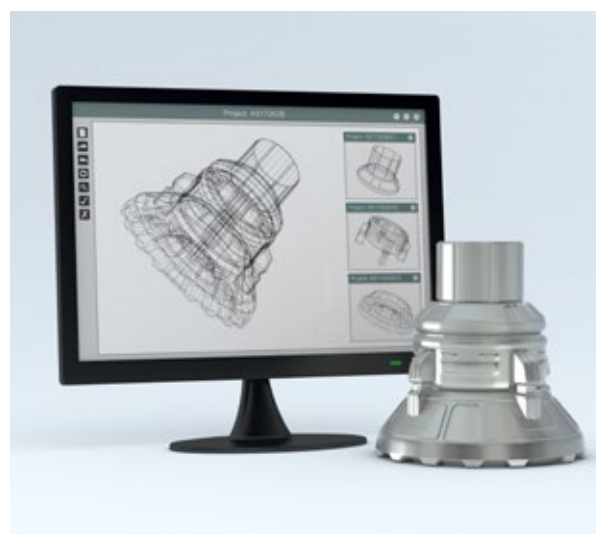
Successful candidates will be able to create, edit, and output a three-dimensional design or drawing. After passing this module, candidates will feel confident using a 3D CAD application to create high-quality designs. They will be able to:

- understand how 3D design applications are used to create and modify drawings
- use, save, and recall model view tools such as pan, zoom, and rotate
- know how to draw points, lines, arcs, splines, circles, and polygons and use surface modelling to extrude surfaces and create planes, edge surfaces, and surface revolutions
- create and manipulate object or graphic elements
- know how to create photorealistic presentations by rendering a model or scene

Module Overview	
Category	Skill Set
Basic Functions	<ul style="list-style-type: none"> • File Management • Model View
Main Operations	<ul style="list-style-type: none"> • 3D Coordinates systems • Geometric Design Aids • 3D Geometrical Drawing • 3D Surface Modelling • 3D Manipulate Object/Graphic Elements • Create Solids • Modify Solid Objects • Create and modify Parametric Objects
Advanced Operations	<ul style="list-style-type: none"> • 3D Views • Photorealistic Presentation

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ICDL Professional

IMAGE EDITING



The Image Editing module covers the main concepts and skills needed to use and work with images. This module develops good practice when creating, editing, and outputting digital images.

Whether communicating with one person or a million people, images are a useful way to convey facts, concepts, and emotions. Being able to use images to enhance presentations, reports, and documents increases their impact and improves people's engagement with the information contained. It is an important skill that complements many other ICDL modules.

This module is suitable for a wide range of candidates, from students and academics to entrepreneurs and workers, as well as people interested in creative activities.

Develop the skills needed to work with images and prepare them for use online or in print.

The Image Editing module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

Successful candidates will be able to open an image file, make edits to it, and output it for use in printing or publishing online. After passing this module, candidates will feel confident using an image editing application to work with different image formats. They will be able to:

- understand the different image formats and options available
- recognise the ways images can be edited, enhanced, and manipulated
- review the different functions of an image editing application and how to use them
- apply effect, filters, overlays, and other changes to images
- understand how to output an image correctly according to its intended use

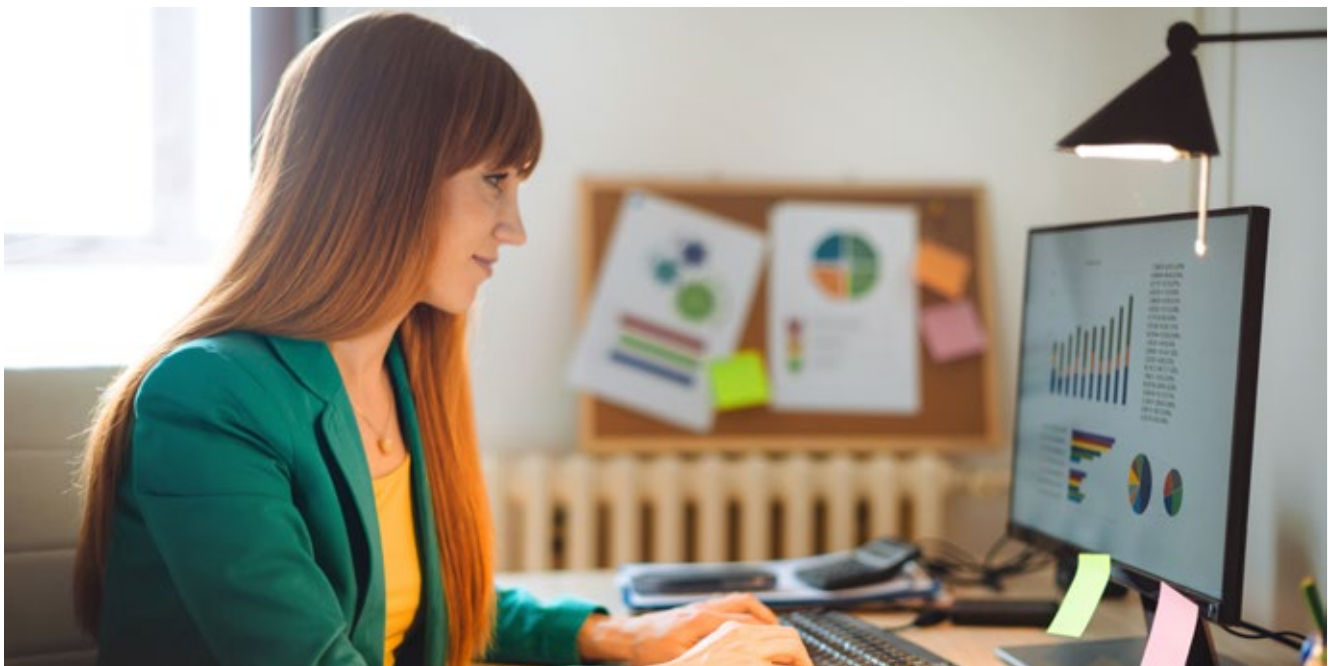
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Module Overview	
Category	Skill Set
Imaging Concepts	<ul style="list-style-type: none"> • Digital Images • Graphic Formats • Colour Concepts
Image Capture	<ul style="list-style-type: none"> • Capturing Images
Using the Application	<ul style="list-style-type: none"> • Image Creation • Settings • Enhancing Productivity
Working with Images	<ul style="list-style-type: none"> • Selection • Image Manipulations • Layers • Text • Effects and Filters
Drawing and Painting	<ul style="list-style-type: none"> • Drawing Tools • Painting Tools
Prepare Outputs	<ul style="list-style-type: none"> • Setup • Print



ICDL Professional DIGITAL MARKETING



The Digital Marketing module covers the main concepts and skills of digital marketing, such as creating a web presence, optimising content for search engines, using social media platforms, selling online, different types of advertising, as well as monitoring and improving campaigns using analytics.

Digital marketing is a growing sector and workers with these skills are in demand. As businesses access new markets through online channels, they need employees who can help to build their online trading and commerce capabilities.

This module is suitable for a wide range of candidates; for example, entrepreneurs, employees of small- and medium-sized enterprises, students, and marketing professionals who want to build and certify their digital marketing skills.

Develop the skills needed to plan, execute, and measure an effective digital marketing campaign.

The Digital Marketing Module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

Successful candidates will be able to define different elements of digital marketing, understand what goes into a campaign, and identify the typical goals used. After passing this module, candidates will feel confident carrying out digital marketing tasks effectively and efficiently. They will be able to:

- understand the key concepts and terms used in digital marketing
- recognise the importance of different tactics and when to use them
- identify different tools and platforms and know what they are used for
- outline the considerations and options for creating campaigns
- understand insights and analytics and what services are available to measure them.

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Module Overview	
Category	Skill Set
Digital Marketing Concepts	<ul style="list-style-type: none"> • Key Concepts • Planning
Web Presence	<ul style="list-style-type: none"> • Web Presence Options • Website Considerations • Search Engine Optimisation
Social Media Setup	<ul style="list-style-type: none"> • Social Media Platforms • Social Media Accounts
Social Media Management	<ul style="list-style-type: none"> • Social Media Management Services • Marketing and Promotion Activities • Engagement, Lead Generation and Sales
Online Marketing and Advertising	<ul style="list-style-type: none"> • Online Advertising • E-Mail Marketing • Mobile Marketing
Analytics	<ul style="list-style-type: none"> • Getting Started • Web Analytics • Social Media Insights • Email Marketing and Online Advertising Analytics



ICDL Professional PROJECT PLANNING



The Project Planning module covers the main skills needed to use project management software when managing projects. This includes preparing, monitoring, and overseeing different elements of a project such as time, costs, tasks, resources, priorities, and collaborators.

Regardless of sector, many roles have become more complex and involve greater accountability, more collaboration, and therefore closer management. Specialist software can help to support project management from conception to sign-off: giving oversight of all the inputs, outputs, and resources of a project.

Workers are increasingly expected to apply project planning skills to their daily tasks, regardless of what type of role they are in. These skills are no longer exclusive to senior managers or project managers.

Develop the skills needed to use project management software for the successful delivery of projects.

The Project Planning module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

Successful candidates will be able to use software to help with project management, including monitoring constraints, resources, and time. After passing this module, candidates will feel confident launching, supervising, and closing-off projects. They will be able to:

- understand the conceptual principles of project planning and how software can support them
- recognise the constraints and deadlines of a project
- identify project resources and costs, and understand their relationships and impacts on each other
- know how to create, modify, maintain, and monitor all the elements of a project
- understand how to output from project management software to effectively report on projects

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Module Overview	
Category	Skill Set
Project Management Tools	<ul style="list-style-type: none"> • Key Concepts
Project Creation	<ul style="list-style-type: none"> • Working with Projects • Starting a New Project
Tasks	<ul style="list-style-type: none"> • Creating Tasks • Scheduling and Relationships • Constraints and Deadlines • Notes, Hyperlinks
Resources and Costs	<ul style="list-style-type: none"> • Resources • Costs
Project Monitoring	<ul style="list-style-type: none"> • Critical Path • Monitoring Progress and Rescheduling
Prepare Outputs	<ul style="list-style-type: none"> • Setup • Print



ICDL Professional FINANCIAL SPREADSHEETS



The Financial Spreadsheets module covers the advanced skills needed to produce sophisticated reports, perform complex mathematical and statistical calculations, and improve productivity using a spreadsheet application.

Spreadsheets are an important tool for managing and analysing financial data. But taking advantage of the more advanced features that spreadsheet tools offer needs deeper, enhanced skills. This module will help professionals use the complex capabilities of spreadsheet tools to understand data and make informed decisions.

This module is suitable for people who are already proficient in common spreadsheet activities, such as those covered in the ICDL Spreadsheets module. It looks at elements of spreadsheet use most relevant to people working in finance roles and complements the skills and concepts in the ICDL Spreadsheets (Advanced) module.

Develop the advanced spreadsheet skills needed for finance and accountancy tasks.

The Financial Spreadsheets module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

Successful candidates will be proficient using the advanced features of spreadsheet tools for the analysis of financial data. After passing this module, candidates will feel confident using spreadsheets to carry out logical, statistical, financial, and mathematical operations. They will be able to:

- understand functions such as those associated with logical, statistical, financial, and mathematical operations
- use tables and lists to analyse, filter, sort, validate, and audit data, as well as create and use scenarios
- apply advanced formatting options such as conditional formatting, customised number formatting, and chart formatting
- use linking, embedding and importing features as well as comparing and merging spreadsheets
- understand the productivity and security features of spreadsheet tools.

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Module Overview	
Category	Skill Set
Formatting	<ul style="list-style-type: none"> • Cells • Worksheets
Formulas and Functions	<ul style="list-style-type: none"> • Using Formulas and Functions
Charts	<ul style="list-style-type: none"> • Creating Charts • Formatting Charts
Analysis	<ul style="list-style-type: none"> • Using Tables • Sorting and Filtering • Scenarios
Validating and Auditing	<ul style="list-style-type: none"> • Validating • Auditing
Enhancing Productivity	<ul style="list-style-type: none"> • Naming Cells • Paste Special • Linking, Embedding and Importing
Collaborative Editing	<ul style="list-style-type: none"> • Reviewing and Security



ICDL Professional MANAGEMENT SPREADSHEETS



The Management Spreadsheets module covers the advanced skills needed to use the versatile features of spreadsheets to produce reports, provide statistical or mathematical analysis, and manage data more effectively and productively.

The benefits of data-based decision-making are widely recognised. All types of organisation need workers who are able to use spreadsheets effectively – not just for storing tabular data, but for the sophisticated way that spreadsheets can be used to validate, interpret, and present information.

As data becomes easier to source and share, inputting, extracting, and displaying data (either internally or externally) is now a common task for workers in all types of role and every sector.

Develop the skills needed to use the advanced features, capabilities, and data handling of spreadsheets.

The Management Spreadsheets module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

Successful candidates will be able to use enhanced spreadsheet capabilities to produce better reports with deeper data analysis. After passing this module, candidates will feel confident managing complex data with spreadsheets and collaborating with others. They will be able to:

- understand advanced formatting options, including conditional formatting and customised formatting
- recognise which functions to use in formulas, and troubleshoot errors
- identify the correct chart to display a specific data set, and create or edit such a chart
- know how to analyse, validate, audit, and protect data
- understand time-saving features such as linking data, paste special, filters, and macros

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Analysis	<ul style="list-style-type: none"> • Using Tables • Sorting and Filtering • Scenarios
Validating and Auditing	<ul style="list-style-type: none"> • Validating • Auditing
Enhancing Productivity	<ul style="list-style-type: none"> • Naming Cells • Paste Special • Linking, Embedding and Importing • Automation
Collaborative Editing	<ul style="list-style-type: none"> • Reviewing and Security



ICDL Professional DATA ANALYTICS



The Data Analytics module covers the main concepts and skills needed to analyse statistics, prepare data sets, summarise data, and create data visualisations.

As technology is used more and more for everyday activities such as sales, production, logistics, and customer services, organisations are generating large sets of data which can be a valuable resource if evaluated correctly.

This module is suitable for entrepreneurs, managers, or workers who need practical skills in data analysis so that they can deliver business intelligence and insights.

Develop the skills needed to carry out data analysis, including summarisation and visualisation.

The Data Analytics module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

Successful candidates will be able to prepare data for statistical analysis. After passing this module, candidates will feel confident using spreadsheets and other tools to present data sets in charts or tables, or using visualisation techniques. They will be able to:

- understand the main concepts of data analytics in business
- apply statistical analysis concepts to data sets
- know how to import data into a spreadsheet and prepare it for analysis with cleansing and filtering
- use pivot tables and pivot charts to summarise data sets
- understand data visualisation techniques and tools, and how they are used to create reports and dashboards

Module Overview	
Category	Skill Set
Concepts and Statistical Analysis	<ul style="list-style-type: none"> • Key Concepts • Statistical Analysis
Data Set Preparation	<ul style="list-style-type: none"> • Importing, Shaping • Filtering
Data Set Summarisation	<ul style="list-style-type: none"> • Pivot Table Data Aggregation • Pivot Table Frequency Analysis • Filtering Pivot Tables • Using Pivot Charts
Data Visualization	<ul style="list-style-type: none"> • Concepts and Setup • Visualization • Publishing and Sharing

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CODING PRINCIPLES



The Coding Principles module covers the main concepts and skills needed to use code and computational thinking. It helps develop the skills used to create simple computer programmes.

Computational thinking is used in many job roles, not just programme and software development. Coding is becoming the new standard of literacy, with skills used in roles as varied as art and design, engineering, data analysis, and science. Computing develops related skills such as problem-solving, pattern recognition, abstraction, and algorithms.

This module is suitable for a wide range of candidates, including students and those who would like to develop their IT skills. Computer science is a broad field and its applications continue to grow.

**Develop
computational
thinking
abilities and the
skills needed
to code simple
computer
programmes.**

The Coding Principles module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

Successful candidates will be able to plan and create simple programmes. The computational thinking skills developed in this module are transferrable to other types of role. After passing this module, candidates will feel confident analysing problems and writing, testing, and modifying algorithms. They will be able to:

- understand key concepts in computing and the typical activities involved in creating programmes
- recognise and use computation thinking techniques such as problem decomposition and pattern recognition
- identify problems and develop solutions
- write and build with code
- apply project management methodologies such as test, debug, and release

Module Overview	
Category	Skill Set
Computing Terms	• Key Concepts
Computational Thinking Methods	• Problem Analysis • Algorithms
Starting to Code	• Getting Started • Variables and Data Types
Building using Code	• Logic • Iteration • Conditionality • Procedures and Functions • Events and Commands
Test, Debug and Release	• Run, Test and Debug • Release

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- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.

