Европейски Сертификат за Компютърни Умения (Advanced) – Online Test

Европейски Сертификат за Компютърни Умения (Advanced Level) – Online Test

---

About this Test:

- Настоящият се провежда онлайн и валидира Начални Компютърни и Офис умения. При успешно преминаване на теста се издава международен сертификат за компютърни умения

- **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 relevence 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, beginers in IT

Test Format:

ONLINE ONLY

Language Options:

[table id=2 /]

Може да изберете Език на който да се проведе теста – български или английски.

Плащане (Payments):

Заявка за издаване на фактура се приема към момента на записването на съответния курс.

Фактура се издава в рамките на 7 дни от потвърждаване на плащането.

Предстоящи Дати (Next Class):

[tribe_events_list category="ecdl"]

За повече информация използвайте формата за контакт.

Ще се свържем с Вас за потвърждаване на датите.