

# Covering the Cost



## Individual Learning Account (ILA)

- An ILA is a Scottish Government scheme that provides a simple way to get up to £200 a year for training and personal development.
- Everyone over the age of 16 living in Scotland with an income of £22,000 or less per year is entitled to an ILA Account.
- The money is not a loan - so it does not have to be paid back.
- The Centre staff can provide information or alternatively, call the ILA Scotland helpline free on 0808 100 1090

The ILA account must be in place, and the Centre requires the account card and account number **before** booking the training. ILA funds cannot be used for training after it has started.

### How to contact us:

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## Steps to ECDL

### Individual Courses in Word, Excel, Powerpoint & Database

2 hour tutor supported sessions for 10 weeks  
These individual courses develop your knowledge of the Microsoft Applications in word processing, spreadsheets, database or presentations.

The courses include an element of self-study and would prepare you for tests in any of the ECDL modules or continuing your studies on to Advanced ECDL.

Over the 10 weeks, the following will be covered in any one of the subject areas:

#### Word –processing

- Tables
- Apply styles to documents
- Paragraph formatting
- Creating sections in a document
- Work with Columns
- Borders and Lists
- Working with graphics & drawings
- WordArt in documents
- Mail Merge - labels, envelopes
- Headers and Footers
- Mail Merge documents
- Macros
- Use Reviewing tools

#### Spreadsheets

- Create and customise charts
- Use styles within spreadsheets
- Apply Custom Formatting
- Create and apply Templates
- Use Excel Add-Ins
- Manipulate Lists in Excel
- Use various Excel Functions
- Work with Multiple Worksheets
- Work with Multiple Workbooks
- Link documents
- Use Comments in a spreadsheet

#### Database

- Setting up relationships
- Data validation
- Sorting, Formatting and Printing
- Forms
- Applying filters
- Making queries
- Customising reports

#### Presentations

- Editing a show
- Applying designs
- Adding objects and tables
- Special Effects
- Customising a presentation
- Saving in different formats

## European Computer Driving Licence (ECDL)



The ECDL is the European-wide qualification that enables people to demonstrate their competence in Information Technology skills. This course is becoming the most widely recognised qualification in the field of work-related computer use.

Designed to cover the key concepts of computing, its practical applications and their use in the workplace and society in general. It comprises seven modules:

- Security for IT Users
- IT Users Fundamentals
- Using Email and the Internet
- Word Processing
- Spreadsheet Software
- Database Software
- Presentation Software

No formal qualification is required but a basic knowledge of computers is desired

## ECDL Advanced

Each individual ECDL Advanced qualification is designed to progress the computer skills benchmark from the internationally successful European Computer Driving Licence to the next level of competence.

Advanced ECDL is for the individual who wishes to prove that their level of skill is beyond that of a basic user.

**ECDL Advanced Word Processing** - involves how to use section breaks, create macros and use forms.

**ECDL Advanced Spreadsheets** - involves how to link worksheets, use pivot tables, build functions and create macros.

**ECDL Advanced Databases** – involves how to design tables and set field properties; perform advanced queries; import and export data; and create and run macros.

**ECDL Advanced Presentations** - involves how to change colour schemes and background effects; manipulate images; add animation, sound and video clips; produce custom slide shows; and create and run macros.

Complete all four Advanced ECDL Courses and apply for the BCS Expert Certificate.