

Spezialabo ECDL (Europ. Computer Drivers Licence) english



The **European Computer Driving Licence**, short ECDL, is a certificate for a comprehensive knowledge in the IT-section. It is based on an initiative of the [Council of European Professional Informatics Societies \(CEPIS\)](#) in cooperation with the European Union (EU).

The lectures we offer, are compliant to [Syllabus 3.0](#).

Der Inhalt dieses Abonnements im Detail:

[Qualifizierung: IT-Basics](#)

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Qualifizierung: IT-Basics

This course introduces to you the basic concepts of Information Technology, as for example hardware and software. In addition you will get information about security and data protection.

Lektion 1: IT-Basics Part 1

This lesson explains the major parts of a computer. Additionally, terms like Memory and Hard disk as well as the tasks of an operating system are explained.

Lektion 2: IT-Basics Part 2

This lesson presents the terms Bit and Byte, Field and Record. Other topics are the stages of program development and the advantages of a graphical user interface (GUI).

Lektion 3: Data Protection and - Security

You will see information about protecting your personal data. Additionally you will learn what computer viruses are and how to protect your computer against them.

Lektion 4: Hardware and Ergonomics

In this lesson, the parts of a computer system are explained. Learn more about the CPU, about printers, scanners, and interfaces. Ergonomy of computer workplaces is another subject of this lesson. Additionally you learn how to avoid and troubleshoot computer errors.

Lektion 5: Local Computer Networks

This lesson informs you about the necessary hardware for a computer network. Additionally, you will know several types of networks and the services available on networks.

Lektion 6: The Internet

In this lesson the requirements for access to the world-wide data network are explained. Additionally the history of the Internet is presented together with the services available on the Internet.

Lektion 7: Computers and Society

This lesson takes a closer look on the change of the society to the `Information Society`. The chances and risks of this development are presented as well.

Lektion 8: IT-Basics - Overall Exercise

With these comprehensive examples you can consolidate the knowledge you aquired.

Lektion 9: IT Basics - Overall Quiz

In this section you can finally check your knowledge.



Qualifizierung: Windows 98 Basics

You are going to learn about functions of the operating system Windows 98 that are necessary to use applications effectively. You fulfill important tasks as starting programs and managing files.

Lektion 1: Windows 98 - The Basics

This lesson introduces you to the basic terms used with Windows 98. You will learn how to use the mouse and also what you have to do to safely switch off the computer.

Lektion 2: Working With Windows 98

Programs are used for several tasks. In Windows, you don't have to individually learn the components of an application. This lesson introduces you to the common components of Windows applications. Additionally, you will learn how to execute commands with the menu.

Lektion 3: My Computer

My computer provides access to all storage media as well as to the system settings of your computer. Being orderly is essential for successful working with computers.

Lektion 4: Working With Documents

Working with Windows 98 applications mostly consists of entering and editing information (data). From now on, user created data will be called `documents`. Learn more about document handling in this lesson.

Lektion 5: Managing Folders and Files

Managing folders and files is one of the most essential tasks in the daily work process on a PC. A thoroughly planned folder and file structure makes efficient work possible (you would not store all cards of a card file in one box). Furthermore, old, now obsolete, files can't be kept forever.

Lektion 6: Moving and Copying

Files can be stored anywhere on various drives. Sometimes changes to the organizational structure make it necessary to move files. Backup copies of files reduce the risk of data loss. This lesson shows how to move or copy folders and files.

Lektion 7: Windows Explorer

Windows Explorer is a very useful and efficient file and folder management tool. Explorer displays a tree view of all drives and folders, which makes it easy and fast to change to any location on any disk. Therefore, it greatly speeds all file and folder operations.

Lektion 8: Find

With a constantly increasing number of files on the hard disk, it becomes more and more difficult to find a certain file. Therefore Windows 98 provides the `Find` command which can search according to certain criteria like (a part of) the file name, file size and even part of the content.

Lektion 9: Data Exchange

This lesson introduces the concept of the clipboard to exchange data between applications. The context menu techniques as well as the Drag and Drop technique are explained. Additionally, the new Office 2000 Clipboard is presented.

Lektion 10: Control Panel

Windows 98 allows changing of many of the system settings, such as the display properties, screen savers, the display of dates and times, the date and time itself, country specific settings, and adding and removing of programs and Windows components.

Lektion 11: Maintenance And Optimization

This lesson demonstrates how to speed the Windows system in general and how to correct disk errors.

Lektion 12: Windows 98 Help

This lesson introduces the Windows 98 Help system. The Windows 98 Help system is a complete online manual for Windows 98 and thus replaces elaborate search in books.

Lektion 13: Tips

This lesson presents several Tips and Hints for Windows 98. You will learn how to display and set the properties of objects, how to format and copy disks, and how to install a printer.

Lektion 14: Windows 98 - Overall Exercises

With these comprehensive examples you can consolidate the knowledge you acquired.

Lektion 15: Windows 98 - Overall Quiz

In this section you can finally check your knowledge.



This module introduces to you the basic functionalities of word processing, e.g. how to create and format texts. In addition you are going to learn to use features as mail merge, styles and templates, and help.

Lektion 1: Word 2000 - Introduction

Microsoft Word 2000 is a comprehensive word-processing program that enables quick and effective production of various documents. This section introduces the environment and the capabilities of Word 2000.

Lektion 2: Entering Text

In this lesson you will learn how to handle the basic functions associated with the word-processing program MS Word 2000.

Lektion 3: Page display modes in Word

Documents may be displayed in a number of different ways. In this section you will learn how to view your document in different modes. You will also become acquainted with the advantages/disadvantages of each of the display modes.

Lektion 4: File management

File handling is considered an important part of working with any PC. Only by saving a file will you be able to access it later. Familiarizing yourself with the file management system of the MS-Office 2000 family is an essential activity.

Lektion 5: Editing Text

There is considerably more to word processing than simply entering text. In this section you will learn how to rearrange and revise text.

Lektion 6: Basic Formatting

Changing the characteristics of an object is referred to as: formatting. In this section you will learn how to change the appearance of text effectively.

Lektion 7: Special formats

Word 2000 provides many opportunities for you to give your document a professional layout. You may use borders around text areas, numbered lists, bulleted lists and many other styles to give your documents a more professional look.

Lektion 8: Tables

A table consists of cells that form rows and columns. Each cell can be filled with text or graphics. Tables can be used to present the information in your documents clearly and professionally.

Lektion 9: Inserting

Word provides many features to simplify some of the tasks associated with word processing. Inserting various data can be automated and simplified e.g. inserting the date and time into a document. Inserting graphics may also enhance the appearance of your documents.

Lektion 10: Printing

From a Word Processed letter to a booklet only by printing your document can others have access to it free of a computer.

Lektion 11: Auto Tools

Word 2000 provides many features that can run automatically. Features that allow Word to recognise your chosen formatting as you enter text.

Lektion 12: Styles and Templates

In Word 2000 you may combine several attributes of an area of text into a single Style which can then be saved. Once saved, these Styles may be applied to other text or paragraphs within any document.

Lektion 13: Mail Merge

Mail Merge can be described as combining one file that is the main document, with another file that is the data-source. Mail Merge can be used in various documents such as letters or invitations. An invitation could contain the same content but with many different recipients. It might be very time consuming to write the same letter for each addressee. Mail Merge is a more efficient method.

Lektion 14: Tips

There are many more features available in Word 2000 including the facility to effectively create headings. In addition, to help you while working with Word, the Microsoft Word Help is considered to be a valuable tool.

Lektion 15: Word 2000 - Overall Exercises

With these comprehensive examples you can consolidate the knowledge you aquired.

Lektion 16: Word 2000 - Overall Quiz

In this section you can finally check your knowledge.



You do simple as well as complex calculations. In order to display data you create charts and reports with the ChartWizard.

Lektion 1: Excel 2000 - First steps

In this lesson you will learn of the different areas where Excel can be used productively. You will learn how to start and exit Excel while also learning of the various elements of an Excel window. Additionally, you will learn how to select from different view settings.

Lektion 2: Entering and Editing Data

In this lesson you will learn about the different types of data and how to enter data into a table. You will also learn how to subsequently edit and delete the data.

Lektion 3: File Management

In this lesson you will learn how to manage Excel workbooks. You will learn about the more important functions of saving, opening and creating new workbooks.

Lektion 4: Managing Workbooks

In this lesson we would like to show you what is meant by workbooks and how you may work with them.

Lektion 5: Selecting Cell

This lesson shows you how to select different areas of Excel. You will learn of the various methods for selecting: cells, a range of cells, columns, rows and complete worksheets. In addition, you will learn how to insert and delete columns and rows.

Lektion 6: Formulas - Calculations

In this lesson you will learn how to perform calculations in Excel. You will also learn the basics of entering a formula and how to work with cell references.

Lektion 7: Formatting Cells

In this lesson you will learn how to change the visual appearance of Excel worksheets. You will learn how to change fonts, select the optimum column width and row height and design cells.

Lektion 8: Formating & Printing Pages

In this lesson you will learn how to prepare a sheet ready for printing. You will learn how to set margins, paper size, page breaks and define the print area. Additionally, this lesson will show you how to insert headers and footers.

Lektion 9: Copying-Moving-Filling

In this lesson you will learn how data in a worksheet is copied and moved. In addition, you will investigate the Automatic Fill function which may be used for copying data into adjacent cells or for creating data series.

Lektion 10: Pictures and Objects

In this lesson you will learn how to insert pictures, objects, texts and extra characters into an Excel worksheet. You will also learn how to move and edit objects and how to reduce/increase the size of objects.

Lektion 11: Copying Formulas

In this lesson you will learn how to copy formulas and what is crucial for correct copying. In addition, you will learn of the difference between relative and absolute cell reference.

Lektion 12: Creating Charts

In this lesson you will learn how to display figures from an Excel table as a chart. You will also be shown how to select a chart type from among different chart types and how to modify it according to your needs.

Lektion 13: Editing Charts

In this lesson you will learn how to reduce and or increase the different elements of a chart and how to move different elements. Additionally, you will learn how to add a series to a chart.

Lektion 14: Working with Lists

This lesson shows you how to work with lists in Excel. You will learn how to sort, edit and print lists.

Lektion 15: Tips

In this lesson you will learn additional hints and tricks for dealing with a number of features in Excel. In addition, this lesson will provide you with a list of the more important keyboard shortcuts within Excel.

Lektion 16: Excel 2000 - Overall Exercises

With these comprehensive examples you can consolidate the knowledge you aquired.

Lektion 17: Excel 2000 - Overall Quiz

In this section you can finally check your knowledge.



Qualifizierung: Access 2000 Basics

You are going to learn about the basic concepts of databases and how to create tables, relations, queries and forms. You can create individual reports to print your data in a professional way.

Lektion 1: Database Basics

This lesson should introduce you to the most important terms of databases. Examples from the daily office life emphasize the tasks and elements of a database program. The final quiz lets you prove your skills.

Lektion 2: Access 2000 - The Basics

This lesson will introduce you to the Basics of MS Access 2000. You will learn how to start Access and how to create a new database file. Also the most important screen elements as well as the objects of a MS Access-database will be presented to you.

Lektion 3: Datahandling in Forms

This lesson shows you how you can change existing data and save the changes. Additionally you learn how to navigate between records. An exercise and a short quiz let you test your knowledge.

Lektion 4: Finding and Sorting

This lesson shows you how you can precisely find and display data in forms (or tables). You will use various functions like `Find` or `Sort`.

Lektion 5: Filtering in Forms

This lesson shows you how to reduce the occasionally confusing amount of records to a useful amount. You will use two different commands: `Filter by Selection` and `Filter by Form`.

Lektion 6: Creating Queries

By using Queries you can ask questions about the data in your tables. Queries usually are (as well as tables) the foundations for Forms or Reports. This lesson shows you how to create various queries and how the results can be presented.

Lektion 7: Calculations in Queries

Select queries can not only display existing fields from tables. In such queries calculations can be performed as well. This lesson shows you how to create calculated fields using expressions and how records can be grouped and thus totals or subtotals can be calculated.

Lektion 8: Planning Databases

This lesson introduces you to database planning. Using the `Travelclub` database you will learn the basic aspects of planning. A quiz will test your knowledge.

Lektion 9: Creating Databases

This lesson shows you how to create a new database. Additionally you learn how to backup and open existing databases.

Lektion 10: Creating Tables

After careful planning the work with Microsoft Access can begin. All planned tables and fields now are designed in the database. This lesson demonstrates how to create and save new tables in Microsoft Access.

Lektion 11: Modifying Tables

This lesson will demonstrate how to modify existing tables. You will learn how to add new fields and delete unnecessary fields. Also entering, modifying, deleting and re-ordering of data are topics of of this lesson.

Lektion 12: Relationships between Tables

In the planning stage of a database the required tables and their relationships are defined. This lesson will demonstrate how to define the relationships and their properties in Microsoft Access.

Lektion 13: Creating Forms

Microsoft Access lets you create forms by using several dialog elements like textboxes, list boxes, combo boxes, etc. This lesson demonstrates how to create forms and adapt them according to your needs.

Lektion 14: Enhancing Forms

Forms created with either the AutoForm function or the Form wizard can be enhanced with controls. Customised forms can be very powerful. This lesson demonstrates how to insert new controls into existing forms.

Lektion 15: Creating Reports

You can create your own reports with Microsoft Access. Various layouts and designs are already built-into Access. This lesson shows you how to create reports with the Report Wizard and how to later on modify them according to your specific needs.

Lektion 16: Tips

This lesson should demonstrate the usage of Access data in other applications. Another important part of this lesson is importing data from other applications.

Lektion 17: Access 2000 Overall Exercises

With these comprehensive examples you can consolidate the knowledge you acquired.

Lektion 18: Access 2000 - Overall Quiz

In this section you can finally check your knowledge.



Qualifizierung: PowerPoint 2000 Basics

MS PowerPoint 2000 enables you to display plain facts by the means of vivid graphics. You are going to learn how to create slides and to use built-in layouts as well as to customize animations.

Lektion 1: PowerPoint 2000 - The Basics

This lesson introduces you to Powerpoint. Furthermore you will learn how to start PowerPoint and how to use the User Interface.

Lektion 2: New Presentation

In this lesson you will learn the easiest ways to create presentations with PowerPoint 2000. You will create blank presentations, use the AutoContent wizard and AutoLayouts as well as Design Templates. Additionally you will learn how to insert slides into an existing presentation.

Lektion 3: The Views in PowerPoint

This lesson demonstrates the various views of Powerpoint 2000 and their uses.

Lektion 4: File Management

This lesson introduces you to the file management in PowerPoint 2000. You will learn the most common functions to save your presentations. Creating presentations is part of another lesson.

Lektion 5: New Slides with AutoLayout

This lesson shows you how to extend your presentation by inserting new slides. Slides can have an automatic layout (AutoLayout) in PowerPoint 2000. The various options for AutoLayouts will be presented as well.

Lektion 6: Text in PowerPoint

This lesson shows you how to handle text in PowerPoint. You will be able to create, delete, format and outline text.

Lektion 7: Drawing in PowerPoint

This lesson shows you how to use the drawing tools of PowerPoint. You will create lines, ellipses, AutoShapes and 3-D objects.

Lektion 8: Editing Objects

The term `Object` plays a central role in PowerPoint. Basically everything that can be inserted in a PowerPoint slide is an object. This lesson shows you how to edit objects in PowerPoint.

Lektion 9: Copying-Moving-Deleting

This lesson improves your work efficiency by showing you how to copy and thus re-use PowerPoint objects and slides. You will also learn how to delete and move objects as well as slides.

Lektion 10: Graphics and Clips

This lesson shows you how to insert ClipArt and other graphical or multimedial objects in PowerPoint presentations.

Lektion 11: Data exchange

In this lesson you will learn how to import foreign application data into PowerPoint presentations as well as how to use your PowerPoint objects (even slides) in other applications.

Lektion 12: Preparing Slide Shows

This lesson shows you how to prepare professional, appealing presentations. You will learn how to set-up animations and slide transitions and how to rehearse the timing of a slide show.

Lektion 13: Presenting

This lesson shows you how to use the PowerPoint spellchecker. Additionally, you will learn about the various output media for presentations. You will be able to select the most suitable media depending on your needs.

Lektion 14: Templates

This lesson shows you how to work with and create templates, how to change the slide masters and how to create headers and footers.

Lektion 15: Tips

This lesson gives you some general suggestions and guidelines for the creation of presentations.

Lektion 16: PowerPoint 2000 - Overall Exercises

With these comprehensive examples you can consolidate the knowledge you acquired.

Lektion 17: PowerPoint 2000 - Overall Quiz

In this section you can finally check your knowledge.



Qualifizierung: Internet Basics

This course introduces to you the basic concepts of the Internet. You are going to learn how to use a browser to retrieve information from the World Wide Web (WWW). In addition you will learn to work with e-mail software.

Lektion 1: The Internet

Get to know the Internet: How it started, which services it provides and how to get access to the Internet.

Lektion 2: Internet Startup (IE 5.0)

This lesson demonstrates how to connect to the Internet. The User Interface of the Internet Explorer is explained, as well as how to change some options. Additionally, the Help feature of Internet Explorer is presented.

Lektion 3: Surfing in the WWW

This lesson introduces Hyperlinks and Internet addressing. You learn to precisely access Information on the Internet.

Lektion 4: Searching (Search Engines)

This lesson shows you how to use Search Engines to find your required information.

Lektion 5: Favorites and History

Learn how to create and organize shortcuts to frequently visited web pages and how to find previously visited web pages in the Internet Explorer history.

Lektion 6: File Download

Capturing text and pictures from the web for use on the PC, File Download and Wallpaper - This section shows you how to do this.

Lektion 7: E-Mail Basics

This lesson explains the basic terms used in relation to e-mails. Additionally, the requirements for using e-mail are discussed and the e-mail program Outlook Express is introduced.

Lektion 8: Sending and Receiving E-Mails

This lesson demonstrates how to create e-mails, add attachments and use signatures. You will also learn how you can receive e-mails.

Lektion 9: Organizing E-Mails

This lesson demonstrates how to create folders to organize your e-mails. You will learn how to manage your contacts as well as how to reply and forward e-mail messages.

Lektion 10: News and Chat

This lesson demonstrates how to participate in the world`s largest discussion forums - Newsgroups. You will also learn how to chat with other people over the Internet.

Lektion 11: Usage of the Internet

Surfing the web can be informative and entertaining. But the web also has some serious uses which should be demonstrated in the lesson.

Lektion 12: Configuring the Internet Access

This lesson demonstrates how to set up a Dial Up Networking connection to connect to an Internet Service Provider.

Lektion 13:

This lesson demonstrates techniques to copy text between messages or from other applications to messages. How to delete message texts and attachments is also presented. '>Editing E-Mails"

Lektion 14: Internet Overall Exercises

With these comprehensive examples you can consolidate the knowledge you aquired.

Lektion 15: Internet - Overall Quiz

In this section you can finally check your knowledge.



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