

## ICDL Core Module Descriptor

### Course Modules

- **Computer and Online Essentials:** Discover the essential concepts and skills relating to the use of devices, file creation and management, networks, and data security. Study everything about computer essentials: from hardware to software, to malware.
- **Documents (Word Processing):** allows candidates to demonstrate the ability to use a word processing application to accomplish everyday tasks associated with creating, formatting, and finishing small-sized word processing documents, such as letters and other everyday documents.
- **Spreadsheets:** allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.
- **Presentations:** allows candidates to understand the concept of presentations and to demonstrate competence in the use of presentation software.