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Bill McTaggart

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Database: ECDL - the European PC standard (European Computer Driving Licence) Bill McTaggart Preface This book is intended to help you successfully complete the test for Module 5 of the European Computer Driving Licence (ECDL). However before we start working through the actual content of the guide you may find it useful to know a little bit more about the ECDL in general and where this particular Module fits into the overall framework. What Is The ECDL? The European Computer Driving Licence (ECDL) is a European-wide qualification that enables people to demonstrate their competence in computer skills. It certifies the candidate's knowledge and competence in personal computer usage at a basic level and is based upon a single agreed syllabus. This syllabus covers a range of specific knowledge areas and skill sets, which are broken down into seven modules. Each of the modules must be passed before the ECDL certificate can be awarded, though they may be taken in any order but must be completed within a three year period. Testing of candidates is at audited testing centres, and successful completion of the test will demonstrate the holder's basic knowledge and competence in using a personal computer and common computer applications. The implementation of the ECDL in the UK is being managed by the British Computer Society. It is growing at a tremendous rate and is set to become the most widely recognised qualification in the field of work-related computer use.

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