

Name of the Program

First Certificate in Computer – Part 2

Certified by Cambridge Training College

Program Summary:

The First Certificate in Computer – Part 2 course is a continuation of the FCC Part 1 certificate and is also designed as a flexible and practical way of developing a strong foundation in basic computer skills & emphasizes the development of problem solving skills by using a range of widely used office software applications. This course comprises of 4 Programs; Word, Excel, Access & Power Point.

Upon Completion of this program trainees will be able to:

1. write and customize mail as well as sort recipients and print labels
2. add items from various sources and be able to format them accordingly
3. secure documentation
4. understand macros and all the features that accompany them
5. understand referencing and be able to apply referencing features to the documentation
6. use various functions of the Excel software
7. manipulate tables with data
8. deal with Pivot tables and charts
9. import and export data of various formats
10. use complex Excel features
11. deal with Quick Access toolbar as well as deal with themes and templates
12. manipulate slide masters.
13. edit images, videos, sounds and animate objects as well as reorder them
14. create albums and tables as well as edit layouts and shapes
15. prepare/publish a presentation as well as package it for CD
16. manipulate SQL statements and queries based on needs
17. understand the difference between single and multiple criterion parameters as well as be able to apply actions on queries
18. create and edit macros
19. import, export and edit various formats of data

Targeted Trainees:

This course is for anyone who needs to develop their skills and/or demonstrate that they are fully competent in the use of a computer and common computer applications. Information and Communication Technologies (ICT) are becoming increasingly widespread in society. People must now use ICT (primarily via desktop computers/laptops) on a daily basis in order to engage in society and the environment around them. A competent level of computer skills (or digital literacy) is now a life requirement for personal, educational and professional engagement with society.

Duration in hours:

60 hours