This module 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.

On completion of this module the candidate will be able to:

- Work with documents and save them in different file formats, locally or in the cloud.
- Use available help resources, shortcuts and the go to tool to enhance productivity.
- Create and edit word processing documents that will be ready to share and distribute.
- Apply different formats and styles to enhance documents and recognise good practice in choosing the appropriate formatting options.
- Insert tables, pictures and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings and check and correct spelling before printing.

**WHAT ARE THE BENEFITS OF THIS MODULE?**

- Covers the key skills needed to use a word processing application.
- Can be applied to a range of word processing software from vendor packages to open source solutions.
- Certifies best practice in effective word processing software use.
- Developed with input from computer users, subject matter experts, and practising IT professionals from all over the world. This process ensures the relevance and range of module content.

**HOW DO I GET STARTED?**

To find out more about this module and to locate your nearest accredited test centre, please visit icdl.org/programmes.
This module is designed for candidates who wish to acquire the knowledge and skills to start engaging in the pedagogically effective use of ICT to support and enhance teaching, learning and assessment in the classroom.

On completion of this module the candidate will be able to:

1. Understand the key concepts and benefits of using ICT to support and enhance teaching, learning and assessment in the classroom.
2. Outline considerations for planning an ICT-enhanced lesson.
3. Understand safety, security and well-being considerations when using ICT in education.
4. Outline ICT resources that can be used to support and enhance teaching, learning and assessment.
5. Understand how to source and evaluate ICT resources to support and enhance teaching, learning and assessment.
6. Outline key features of classroom technologies.
7. Use key features of a learning platform.

WHAT ARE THE BENEFITS OF THIS MODULE?

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org.

WHO IS IT FOR?

ICT in Education is aimed at teaching and learning professionals in the education and training sectors, who wish to develop their skills and knowledge in using technology to improve learning outcomes for their students.

Certifies the key concepts relating to the use of ICT in the classroom.

Supports educators who wish to start effectively using ICT in their professional practice.

Developed with input from subject matter experts, in the areas of Teaching practice and IT user skills.