

Modules (6 Exams)

1- Computer & Online Essentials

Description:

Covers essential skills for using computers, devices, file management, internet browsing, email, and online safety.

Key Skills:

Hardware and software basics

File and folder management

Internet browsing and search

Email communication

Online safety and security

2- .Documents (Word Processing)

Description:

Covers creating, formatting, and managing professional documents using word processing software.

Key Skills:

Create and edit documents

Formatting text and paragraphs

Tables, images, and page layout

Saving, printing, and exporting documents

3- .Spreadsheets (Excel)

Description:

Covers working with data using spreadsheets, formulas, charts, and basic data analysis.

Key Skills:

Data entry and formatting

Basic formulas and functions

Charts and graphs

Sorting and filtering data

Spreadsheet structure and management

.4- Presentation (PowerPoint)

Description:

Covers creating and delivering presentations using presentation software.

Key Skills:

Slide creation and design

Text, images, and multimedia insertion

Animations and transitions

Presentation structure and delivery

5- .Cyber Security

Description:

Covers safe and secure use of devices, networks, and data protection practices.

Key Skills:

Data protection principles

Malware and threats

Password and account security

Safe internet usage

Privacy and identity protection

.6-Teamwork (Online Collaboration)

Description:

Covers working effectively using online collaboration tools.

Key Skills:

Cloud collaboration tools

Shared documents

Online communication tools

Team coordination and digital tea