

ICDL - Key Stage 4

The European Computer Driving Licence has recently rebranded and is known as the International Certification of Digital Literacy – ICDL for short.

As a recognised qualification worldwide, having the ECDL qualification can give pupils a huge boost when it comes to looking for employment anywhere in the world, as it shows you up-to-date and relevant computer skills.

Pupils sit four tests for their level 2 qualification:

- Word Processing (Using MS Word)
- Spreadsheets (Using MS Excel)
- Presentation Skills (using PowerPoint)
- Improving Productivity (a combination of all 3)

Year	Autumn	Spring	Summer
10	Introduction to office skills.	Word Processing (Using MS Word)	Presentation Skills (using PowerPoint)
11	Spreadsheets (Using MS Excel)	Improving Productivity (a combination of all 3)	Finish