The Digital Skills Standard
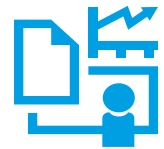
ICDL Workforce
APPLICATION ESSENTIALS

The Application Essentials module covers the main concepts and skills needed to start using common office productivity applications — documents, spreadsheets, and presentations — effectively.

Creating a document, updating financial data, presenting some key information to colleagues or customers — these are day-to-day tasks in many job roles. In order to carry out these tasks effectively, you need to have a solid basis of skills in using the key technologies that support them.

This module is suitable for a wide range of candidates who want to be able to use Document, spreadsheet and presentation applications effectively. These skills are essential not only to carry out specific tasks but also as a starting point for developing more in-depth competences in using these important office productivity applications, which are now ubiquitous in workplaces globally.

Develop essential skills to use workplace applications effectively.

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The Application Essentials Module is part of the ICDL Workforce Programme, designed to build the digital skills of the modern workplace.

Main learning outcomes

Successful candidates will be able to use computer applications effectively. After passing this module, candidates will feel confident using important office productivity applications, to perform everyday workplace tasks. They will be able to:

- understand the purpose of different common office productivity applications and carry out common tasks

- work with text in a document, insert and edit objects and tables, and prepare and print outputs

- work with numbers and text in a spreadsheet, manipulate spreadsheet data, use formulas, insert charts, and prepare and print outputs

- build a presentation, insert and format text in slides, insert and edit objects and effects, and create outputs including a slideshow.

Why certify with ICDL?

- ICDL certification is internationally recognised by employers and institutions.

- ICDL modules are developed with input from computer users, subject matter experts, and practising professionals from all over the world.

- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.

- ICDL modules focus on skills acquisition as well as an understanding of concepts.

- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable.

- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.

Module Overview	
Category	**Skill Set**
Office productivity applications	• Overview • Common Tasks
Word Processing	• Getting Started • Formatting and alignment • Objects • Outputs
Spreadsheets	• Getting Started • Formatting • Managing worksheets • Formulas • Charts • Outputs
Presentation	• Getting Started • Text and formatting • Objects and effects • Outputs

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