

# INFORMATION TECHNOLOGY ECDL



**Want to gain an accredited Entry 3, Level 1 or Level 2  
IT qualification?**

## COURSE DETAILS

- Improve knowledge of computer basics
- Create and edit word documents
- Manipulate numerical data using spreadsheets
- Design and produce presentations
- Use IT tools to improve productivity (macros & email merge)
- Retrieve information by running routine queries

Ellesmere Port



## The Work Zone

*All the help you need to get a job*

**Ellesmere Port Work Zone**

**Ellesmere Port Library**

**CH65 0BG**

**0151 356 6667**

