

International Diploma in IT Skills Proficiency Level

Syllabus 2009

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SECTION 1: INTRODUCTION

1.0 Certification of the International Diploma in IT Skills Proficiency Level

Information Technology (IT) influences the lives of everyone, wherever we live or work in the world. Almost every aspect of our daily lives now involves using IT skills. In the increasingly dynamic world of work, people need to be able to work effectively with IT, to develop transferable IT skills and to apply those skills across different contexts and software packages. With advances in technology, people are also keen to ensure that their IT skills are kept up to date to make themselves competent, capable and competitive in today's employment markets.

The **International Diploma in IT Skills Proficiency Level – validated by CIE** certifies advanced level skills, which are required to use effectively a number of IT applications. These skills are assessed on the computer in the context of practical tasks.

Assessments for the **International Diploma in IT Skills Proficiency Level** are available on demand throughout the year to the certified exam centers of Vellum Global Educational Services. The assessments use the latest developments in computer-based technology to assess a candidate's ability to use software-specific applications and to develop advanced IT skills. All assessment is carried out on-screen and the immediate feedback of results to candidates is a central feature of these diplomas. The **International Diploma in IT Skills Proficiency Level** provides a framework for developing practical advanced IT skills and knowledge in a range of IT applications and functions, and builds upon the broad introduction to IT skills provided by the Foundation Level Diploma. The **International Diploma in IT Skills Proficiency Level** has been developed specifically for the international market, recognizing the growing importance of employees working across geographic and cultural borders.

There are no formal candidate entry requirements for the **International Diploma in IT Skills Proficiency Level**. The knowledge though of basic IT skills could be considered an advantage for succeeding the **International Diploma in IT Skills Proficiency Level** assessment. The exam centers should notify the candidates about the syllabus and train them accordingly. It is expected that Centers will have the appropriate range of equipment and software needed to train and assess candidates.

1.1 The International Dimension

The **International Diploma in IT Skills Proficiency Level** embodies performance standards valued in countries around the world. The use of IT is a transferable skill and can be demonstrated regardless of place, system or culture. The syllabus and assessments provide a framework through which candidates, wherever they might be, can be assessed reliably and validly against the performance standards set in a software-specific context. However, candidates should be aware that, with the use of an appropriate manual and sufficient practice, the IT skills acquired can be used across a variety of manufacturers' software.

The syllabus and assessments are available in **English, Greek, Bulgarian**, with more languages being added all the time. The assessments do not directly assess language skills, but are designed to give candidates the opportunity to show they can apply the skills specified in the syllabus.

SECTION 2: OVERVIEW OF THE DIPLOMA

2.0 Aim

The aim of the **International Diploma in IT Skills Proficiency Level** is to assess a candidate's ability to use Information Technology effectively when using specific software applications.

Within each application area, candidates will be required to enter and manipulate data, work closely to given specifications and successfully complete a range of tasks as specified. During the assessments, they will be required to edit, copy, save and/or print the data on which they are working as appropriate.

2.1 Target Group

The **International Diploma in IT Skills Proficiency Level** is designed for anyone who has already gained a broad introduction to work-related IT skills and wishes further to develop competence in specific advanced level IT applications.

It is suitable for students, employees and trainees who wish to develop practical IT skills and for those who wish to receive recognition for advanced level IT competence that they may already possess.

Basic competence in keyboarding skills, the use of a mouse and the ability to load an application are assumed. A knowledge of general principles and procedures in the use of IT hardware and software is encouraged to be taught alongside the practical IT skills. Further guidance on these principles and procedures is given in Section 3.1

2.2 Diploma structure

The Application Modules available in the **International Diploma in IT Skills Proficiency Level** are as shown below:

Application Module	Status	Core Module
Word Processing	Advanced Module	60 minute practical task
Spreadsheets	Advanced Module	60 minute practical task
Electronic Communication	Advanced Module	60 minute practical task
Databases	Advanced Module	60 minute practical task
Presentations	Advanced Module	60 minute practical task

Each skill area can be tested separately as and when a candidate is ready and when the centre is able to schedule and accommodate the assessment process. All candidates will receive immediate feedback of results indicating how well they have performed and whether or not they have passed the module assessment. Successful candidates can receive a Statement of Results that is issued locally by the Registered Centre (see Section 4.1 below).

To achieve the **International Diploma in IT Skills Proficiency Level Full Certificate**, candidates must successfully complete all 5 Advanced Modules. For each module completed successfully, a candidate will receive an **International Diploma in IT Skills Proficiency Level** Module Certificate.

2.3 Learning Hours and Course Structures

There is no fixed guide to the learning hours required for the individual modules or for the full Diploma. It is, however, expected that about 40 hours per module, or about 200 hours for the full diploma, will be sufficient for most students which start with a foundation level competence in IT skills. This figure is a guideline only as different students will often progress at different rates and will generally start the course with a range of prior knowledge and experience. Centres should plan the duration and delivery of courses based on an understanding of candidates' prior qualifications and experience.

Vellum Global Educational Services considers that there are various effective methods of developing advanced IT skills, including tutorials spread over a period of weeks or months to Vellum certified Exam Centers, intensive training programmes in the advanced level, on-the-job training or other supervised work experience, and distance learning. There is, therefore, no single prescribed course structure leading to the **International Diploma in IT Skills Proficiency Level**.

Centres and students may wish to start with the 'Word Processing' module although there is no set route through the modules. It is possible for students to start with any module. For example, a student who is particularly interested in one of the applications covered may choose to begin with this Application Module. Success in this module may well encourage interest in and take up of the other modules in the **International Diploma in IT Skills Proficiency Level**. Centres may identify demand for courses linked to particular modules or need to provide for particular groups or organizations that need to develop or update specific skills. These are just two examples of the flexibility of provision that the **International Diploma in IT Skills Proficiency Level** structure supports.

Generally, whatever the method of skills development, students are first taught the skills required by particular processes (e.g. Word Processing) through the medium of appropriate application packages. Centres should note, however, that the IT assessment software is application software-specific. Attention should be given to familiarise candidates who have developed IT skills using other software packages with those used in the assessment. Centres are free to decide when to assess in terms of their own and the candidates' readiness.

2.4 Learning Support Materials

Vellum provides a range of support materials that will aid both tutors in preparing for the delivery of their courses and candidates in their learning. These materials will contain exercises to be completed on the PC using data files provided as well as information to be read, learned and understood. The aim in providing these materials is not simply to provide a pre-packaged course but to help provide a suitable learning environment for candidates.

Details of these materials, which consist of Candidate and Tutor Support Guides, are available from Vellum Global Educational Services Customer Services.

2.5 Resources

Students will require frequent access to appropriate IT facilities to develop their skills. Centres will therefore need to have sufficient, appropriate facilities available to allow students access as necessary. The scale of this provision will clearly depend on the number of candidates likely to enter for the assessments over a given period and the nature of the course and its method of delivery.

The **International Diploma in IT Skills Proficiency Level** is software specific and only suitable for use on PCs that operate using Windows 95, Windows 98 or Windows ME, Windows 2000 or Windows XP.

The minimum specification for the PC running the Administrator software is:

Pentium PIII, 128 Mb RAM (256 Mb RAM highly recommended), 65576 Colours, 800x600 resolution, 2 Gb Hard Disk space available, multimedia enabled (i.e. including a CD-ROM drive), and with a Printer Driver installed.

The same minimum specifications apply to the PC, which the testing software is installed.

The PC user will also need to be able to have access to Microsoft Office 2000 Professional, or Office XP Professional products. PCs also need to fulfill the minimum specification required to run the respective MS Office Professional applications.

2.6 Method of Assessment

At the end of a period of study, or when they are ready, candidates take part in the exam. The assessments are computer-based and are available on demand. Centres enter candidates for the assessments using the software supplied by Vellum Global Educational Services on a CD-ROM. Vellum's certified invigilator arrives to the exam center at the exam date and time and enters the exam codes by using the Administration software. Candidates then take the assessment on a computer, using the on-screen exercise instructions to navigate through the actual assessment.

Candidate Instructions for taking the **International Diploma in IT Skills Proficiency Level** assessments are available on the CD-ROM. These are printed and distributed by the Centre to candidates prior to the test.

Each Application Module in the **International Diploma in IT Skills Proficiency Level** is assessed separately and distinctly, with assessments comprising a number of tasks being taken under controlled conditions at the Registered Centre.

The assessments for these modules focus on the candidate's ability to carry out practical tasks rather than to explain the theory of how the tasks are completed. Candidates are assessed on their performance of these tasks. Each Application Module assessment is designed to be completed in 60 minutes or less. Candidates are shown the time remaining for the assessment by an on-screen clock. At the end of 60 minutes the test will automatically end and begin to mark the tasks carried out by the candidate.

2.7 Availability

Assessments for the **International Diploma in IT Skills Proficiency Level** are available after Vellum accepts the application submitted by the exam center. Centres must be registered with, and approved by, Vellum before the Administration and Assessment software is issued.

A Registered Centre is then issued with a CD-ROM containing the **International Diploma in IT Skills Proficiency Level** software that is licensed to the Centre for use as intended.

The Administrator software system allows assessments to be selected for candidates and a number of reports on an individual's performance can be generated

2.8 Quality Control and Assurance - Protecting International Diploma in IT Skills Proficiency Level Standards

Vellum Global Educational Services has to ensure the integrity of their assessment procedures, so that everyone can have full confidence in the standards issued by Vellum. In applying for Registered Centre status, Centre staff acknowledge that they will follow the requirements of the award, to the standards described in the syllabus and guidelines.

Vellum will assess the suitability of staff, premises, resources, and procedures, before allowing Centres to operate the **International Diploma in IT Skills Proficiency Level** or for other diplomas. As this may involve a visit by Vellum or CIE personnel to a Centre, Centres are advised to apply for the status of 'Registered Centre' well before the intended start of the course in order to allow time to arrange such an inspection. Vellum and CIE reserve the right to inspect a Centre and its facilities at any time.

As a further guarantee that standards are upheld, Centre Registration is granted for one year only from the date of approval of an application. Centres must apply for re-Registration each year and be prepared to undergo inspection if necessary. If Vellum and / or CIE have reason to doubt the quality assurance procedures within a Centre, a Vellum and / or CIE representative will be sent to review the practice of the Centre.

These procedures are vital to protect the value of the **International Diploma in IT Skills Proficiency Level** qualification.

SECTION 3: SYLLABUS STRUCTURE AND CONTENT

3.0 Assessment Objectives and Performance Criteria

There follow details of the Application Modules.

For each module, the relevant **Assessment Objectives** are specified, the **Performance Criteria** that are assessed are given and the **Skills to be tested** are listed.

Assessment Objectives define the specific skills that must be demonstrated for the award of that module. Each Assessment Objective is sub-divided into Performance Criteria.

Performance Criteria define the tasks or knowledge requirements which candidates are actually required to demonstrate to achieve the Assessment Objective.

Skills to be tested detail the performance criteria further and specify exactly what candidates will need to be able to do in the test.

To be prepared fully for the assessments provided, candidates must be able to meet all Assessment Objectives. In any given module assessment, however, not all Performance Criteria may be directly assessed.

Candidates are expected to possess basic computer keyboard and mouse skills. These skills are not assessed specifically as part of the diplomas as they are fundamental to all operations using a Personal Computer. It is also expected that candidates trained on word processing, database, spreadsheet and presentation applications other than those from Microsoft will have had some opportunity to try these products before being assessed.

3.1 General Principles and Procedures

The **International Diploma in IT Skills Proficiency Level** focuses on the acquisition of software and application-specific knowledge and skills. It is assumed that, during a course of study leading to the Diploma, candidates will be introduced to and given opportunity to learn general principles and procedures for using the computer safely and effectively. An awareness of best practice in the management of IT and its appropriate use should be encouraged.

The fundamental principles and procedures which underpin this qualification, and of which candidates should be aware, are:

General Principles

- Health and safety aspects
- Good working conditions
- Taking care of equipment

Basic Functions (Pre-assumed knowledge)

- Create icon
- Select icon
- Cut icon
- Delete icon
- Moving file from folder to folder
- Copying file from folder to folder
- Checking the properties of a specified file
- Setting the properties of a specified file
- Checking the properties of specified folders
- Setting the properties of specified folders
- Create folder
- Move folder
- Delete folder
- Copy folder

3.2 Syllabus Content

3.2.1 Application 1: Word Processing

1. Basic operations and Word Processing Application Environment

Assessment Objectives	Performance Criteria	Skills to be tested
1.1 Working with documents	1.1.1 Versions 1.1.2 Document properties 1.1.3 Document Protection 1.1.4 Templates 1.1.5 Layout	1.1.1.1 Auto save version after closing 1.1.1.2 Open version as specified 1.1.1.3 Delete version as specified 1.1.1.4 Immediate save of version 1.1.2.1 Summarize Tab 1.1.3.1 Add password protection to a document 1.1.3.2 Remove password protection from a document 1.1.4.1 Create a template based on another template 1.1.4.1 Edit/Amend template 1.1.5.1 Create a new master document 1.1.5.2 Create a sub-document based on heading styles within a master document. 1.1.5.3 Add/Remove subdocument from a master document
1.2 Edit document by a Group	1.2.1 Comments	1.2.1.1 Create Comments 1.2.1.2 Delete Comments

		1.2.1.3 Edit Comments
	1.2.2 Track Changes	1.2.2.1 Highlight Changes 1.2.2.2 Accept or Reject changes 1.2.2.3 Compare Documents
1.3 Working with Text	1.3.1 Apply effects	1.3.1.1 Apply Shadow, strikethrough, etc.
	1.3.2 Character spacing	1.3.2.1 Extended / Condensed font 1.3.2.2 Raised / Lowered font
	1.3.3 Text Effects	1.3.3.1 Apply / Remove Text Effects to text
	1.3.4 Edit Text	1.3.4.1 Use of Auto Text 1.3.4.2 Use of Auto Correct 1.3.4.3 Use of Auto format 1.3.4.4 Use of auto format during Typing
1.4 Working with Paragraphs	1.4.1 Line and Page breaks	1.4.1.1 Check for Widow / Orphan lines 1.4.1.2 Keep lines together 1.4.1.3 Keep with next 1.4.1.4 Page break before
	1.4.2 Borders and Shading	1.4.2.1 Apply borders to paragraphs 1.4.2.2 Apply borders to page 1.4.2.3 Apply Shading to paragraph
	1.4.3 Style	1.4.3.1 Create character of paragraph style 1.4.3.2 Edit existing character of paragraph style 1.4.3.3 Delete existing character of paragraph style 1.4.3.4 Apply style to a character or paragraph
1.5 Enhance Document	1.5.1 Columns	1.5.1.1 Add columns to a document 1.5.1.2 Edit number of columns to a document 1.5.1.3 Format columns (width change, line between, etc)
	1.5.2 Table of Contents	1.5.2.1 Add table of contents to a document 1.5.2.2 Edit table of contents 1.5.2.3 Update table of contents
	1.5.3 Index	1.5.3.1 Add index 1.5.3.2 Edit index 1.5.3.3 Update index

	1.5.4 Bookmarks	1.5.4.1 Add / Delete bookmark
	1.5.5 Footnotes	1.5.5.1 Add / Delete Footnote
	1.5.6 Cross-references	1.5.6.1 Add / Delete Cross-reference
	1.5.7 Sections	1.5.7.1 Add / Delete section
	1.5.8 Forms	1.5.8.1 Add / Delete form fields in document 1.5.8.2 Protect Form
1.6 Objects	1.6.1 Tables	1.6.1.1 Merge / divide cells 1.6.1.2 Convert Text to a table 1.6.1.3 Sort Table 1.6.1.4 Perform calculations (SUM, AVERAGE, MIN, MAX) in a table
	1.6.2 Pictures / AutoShapes	1.6.2.1 Change order of pictures, auto shapes 1.6.2.2 Change order of pictures, auto shapes in relation to text 1.6.2.3 Group / Ungroup auto shapes 1.6.2.4 Additional settings in picture (Grayscale, Black & White, Watermark) 1.6.2.5 Wrap Text (Square etc.)
	1.6.3 WordArt	1.6.3.1 Add WordArt 1.6.3.2 Edit WordArt 1.6.3.3 Delete WordArt
	1.6.4 Captions	1.6.4.1 Add caption to a table, picture, auto shape
	1.6.5 TextBoxes	1.6.5.1 Add text boxes 1.6.5.2 Delete text boxes 1.6.5.3 Change size, and move text boxes 1.6.5.4 Format text boxes (borders, shading) 1.6.5.5 Link text boxes
1.7 Advanced features	1.7.1 Macros	1.7.1.1 Record a macro 1.7.1.2 Delete a macro 1.7.1.3 Copy a macro 1.7.1.4 Assign a macro to a key combination as specified
	1.7.2 Spreadsheets	1.7.2.1 Add spreadsheet to a document 1.7.2.2 Edit a spreadsheet 1.7.2.3 Delete spreadsheet
	1.7.3 Graphs	1.7.3.1 Add Graph to a document

		1.7.3.2 Edit Graph
		1.7.3.3 Delete Graphs
	1.7.4 Mail Merge	1.7.4.1 Merge document with criteria as specified
		1.7.4.2 Sort records from data source file
1.8 Printing	1.8.1 Printing Options	1.8.1.1 Print pages as specified
		1.8.1.2 Print selected area as specified
		1.8.1.3 Print Odd/Even pages

3.2.2 Application 2: Spreadsheets

1. Basic operations and Spreadsheet Application Environment

Assessment Objectives	Performance Criteria	Skills to Be Tested
1.1 Working with Work Sheets	1.1.1 Document Properties 1.1.2 Templates 1.1.3 Protection	1.1.2.1 Use of the menu tab Summarize 1.1.2.1 Creation of a template 1.1.2.2 Edit a template 1.1.3.1 Protection / Remove Protection of a Work Sheet 1.1.3.2 Protection / Remove Protection of a Sheet
1.2 Data Processing	1.2.1 Cells 1.2.2 Numeric data 1.2.3 Links	1.2.1.1 Define name for a cell area 1.2.1.2 Auto-format cells 1.2.1. Format cells under conditions 1.2.1.4 Special paste options 1.2.2.1 Create adjusted number format 1.2.3.1 Link data to spread sheet 1.2.3.2 Link data to another spread sheet 1.2.3.3 Link data to a different work sheet 1.2.3.4 Link data to a word processing document
1.3 Managing Data	1.3.1 Get External data	1.3.1.1 Insert a comma delimited file

	1.3.2 Sorting	1.3.2.1 Advanced data sorting options
	1.3.3 Filters	1.3.3.1 Apply a simple filter to a list 1.3.3.2 Apply complex filter to a list
1.4 Calculations	1.4.1 Functions	1.4.1.1 Time functions (DAY, MONTH, YEAR) 1.4.1.2 Mathematical functions (SUMIF, ROUND, ROUNDUP, ROUNDDOWN) 1.4.1.3 Statistical functions (COUNTIF, COUNTBLANK) 1.4.1.4 Text functions (LEFT, MID, RIGHT, CONCATENATE, UPPER, LOWER)
	1.4.2 Math Formulas	1.4.1.5 Economic functions (FV, NPV, PMT, PV, RATE) 1.4.1.6 Logical functions (IF, AND, OR) 1.4.1.7 Database functions (DSUM, DMIN, DMAX, DCOUNT) 1.4.2.1 Create math formulas (3D type), with use cells from different sheets
	1.4.3 Sub-totals	1.4.3.1 Create Sub-totals 1.4.3.2 Remove Sub-totals
1.5 Data Analysis	1.5.1 Pivot tables	1.5.1.1 Create a pivot table 1.5.1.2 Edit/Correct source data of a pivot table 1.5.1.3 Data grouping of a pivot table based on criteria
	1.5.2 Scenario	1.5.2.1 Create scenarios 1.5.2.2 Create scenario synopsis
1.6 Objects	1.6.1 Graphs	1.6.1.1 Format axis, title and legend of a graph 1.6.1.2 Add/Remove data series from a graph 1.6.1.3 Apply an image to a data series 1.6.1.4 Set the order to a data series 1.6.1.5 3D graph settings (Opening depth, Graph depth, Opening width)
1.7 Advanced features	1.7.1 Macros	1.7.1.1 Create a Macro

		1.7.1.2 Macro execution
		1.7.1.3 Cross list Macro to a specific combination of key strokes
1.8 Printing	1.8.1 Printing Options	1.8.1.1 Print specific pages 1.8.1.2 Print a selected area 1.8.1.3 Print the whole Work Sheet

3.2.3 Application 3: Databases

1. Basic operations and Database Application Environment

Assessment Objectives	Performance Criteria	Skills to be tested
1.1 Tables	1.1.1 Fields	1.1.1.1 Edit Data Type of a field 1.1.1.2 Use of Search Wizard for creating a new field as specified 1.1.1.3 Create Validation Rule 1.1.1.4 Create / Edit Input Mask 1.1.1.5 Use of property Default Value 1.1.1.6 Use of property Required
	1.1.2 Relations	1.1.2.1 Create Relation 1 to 1, 1 to many 1.1.2.2 Edit properties of a Relation (JOIN, LEFT JOIN, RIGHT JOIN) 1.1.2.3 Enable Enforce Referential Integrity 1.1.2.4 Enable Cascade Delete Related Records 1.1.2.5 Create Relation During query design
1.2 Queries	1.2.1 Designing Queries	1.2.1.1 Create a Table creation query 1.2.1.2 Create an update query 1.2.1.3 Create an appending query

		<p>1.2.1.4 Create a Delete query</p> <p>1.2.1.5 Create a Crosstab query</p> <p>1.2.1.6 Use of Group Data</p> <p>1.2.1.7 Create calculated fields in queries (use of formula or Formulae)</p> <p>1.2.1.8 Create queries with parameters</p> <p>1.2.1.9 Create query to Find Duplicates</p>
		<p>1.2.1.10 Create query to find unmatched</p> <p>1.2.1.11 Use of LIKE, BETWEEN, OR, DAY, MONTH, YEAR, NULL, NOT, <, >, <=, >=, <> in query criteria</p>
1.3 Forms	1.3.1 Designing a Form	<p>1.3.1.1 Use and set of activeX objects (combo box, list box, check box, group, text box)</p> <p>1.3.1.2 Set TabStops</p> <p>1.3.1.3 Use of different sections of form (Header/Footer Form/Page)</p> <p>1.3.1.4 Use of text boxes for calculations (with formulas or formulae)</p> <p>1.3.1.5 Create a SubForm</p> <p>1.3.1.6 Edit a SubForm</p>
1.4 Reports	1.4.1 Designing a report	<p>1.4.1.1 Use of text boxes for calculations (with formulas or formulae)</p> <p>1.4.1.2 Use of the Formula SUM, AVG, MIN, MAX, COUNT, Concatenate string</p> <p>1.4.1.3 Summarize options, Sum, Average, Min, Max</p> <p>1.4.1.4 Insert Page Breaks</p>
1.5 Macros	1.5.1 Designing Macros	<p>1.5.1.1 Create a macro</p> <p>1.5.1.2 Run a macro</p>
1.6 External Data	1.6.1 Get Data	<p>1.6.1.1 Import a comma delimited file</p> <p>1.6.1.2 Link tables from another database</p>
	1.6.2 Export	<p>1.6.2.1 Export data to Word document or to Excel spreadsheet.</p>

3.2.5 Application 4: Presentations

1. Basic operations and Presentation Application Environment

Assessment Objectives	Performance Criteria	Skills to Be Tested
1.1 Presentations	1.1.1 Templates	1.1.1.1 Creation of new Template 1.1.1.2 Save a Template
1.2 Slides	1.2.1 Slide Insertion	1.2.1.1 Insert Slides from another Presentation 1.2.1.2 Insert a word processing file into a presentation
	1.2.2 Slide Settings	1.2.2.1 Set the background of the slides by using advanced techniques (i.e. gradient, texture, motif, Fill Effects) 1.2.2.2 Save slide as image (bmp, gif, jpg)
1.3 Objects	1.3.1 Images, auto Shapes	1.3.1.1 Convert image or auto-shape to a drawing object 1.3.1.2 Change the order between images and shapes 1.3.1.3 Grouping objects 1.3.1.4 Ungrouping objects 1.3.1.5 Insert object into a specific point in a slide 1.3.1.6 Auto-align objects to a slide 1.3.1.7 Neglect fonts and graphics from the slides template
	1.3.2 Formatting	1.3.2.1 Apply semi-transparent color to an object 1.3.2.2 Format object as 3-D 1.3.2.3 Set the shadow of a 3-D object 1.3.2.4 Set the fill color of an object by using advanced techniques (i.e. gradient, texture, motif, Fill Effects) 1.3.2.5 Copying an object format to an another object
	1.3.3 Editing	1.3.3.1 Change of size with or without keeping initial percentage 1.3.3.2 Cutting part of an image

		<p>1.3.3.3 Rotate and invert an object</p> <p>1.3.3.4 Change the color depth of an image (4, 8, 24 bits)</p> <p>1.3.3.5 Applying effects to an image (negative, sculpture, stained glass, black and white, grayscale etc)</p> <p>1.3.3.6 Convert the type of an image (bmp, jpg, gif)</p>
	1.3.4 Graphs	<p>1.3.4.1 Creation of a mixed graph type (Lines in two axis, Line-Column, , Line-Column in two axis)</p> <p>1.3.4.2 Change a graph type to a mixed graph type</p> <p>1.3.4.3 Format a graph by using available graph types</p> <p>1.3.4.4 Convert a data series to a different graph</p> <p>1.3.4.5 Format the axis of the graph (climax, axis scale, axis values etc)</p>
	1.3.5 Flowcharts	<p>1.3.5.1 Create a flowchart by using the application's available toolbox</p> <p>1.3.5.2 Edit/Modify Flowchart objects</p> <p>1.3.5.3 Create and modify link types between flowchart objects</p>
1.4 Using multimedia with slides	<p>1.4.1 Sounds</p> <p>1.4.2 Video</p> <p>1.4.3 Objects</p>	<p>1.4.1.1 Insert sound in the motion effects</p> <p>1.4.1.2 Set timing for auto-play</p> <p>1.4.2.1 Insert video with motion effects</p> <p>1.4.2.2 Set timing for auto-play</p> <p>1.4.3.1 View object with the use of the mouse or after a pre-set time frame</p> <p>1.4.3.2 Change the presentation order of objects</p> <p>1.4.3.3 Apply object blur after motion</p> <p>1.4.3.4 Apply motion into graph objects</p>
1.5 Presentation Control	1.5.1 Slide Presentation	1.5.1.1 Insert/edit action buttons with the ability to link to other slides

		1.5.1.2 Apply presentation timing 1.5.1.3 Deactivate presentation timing 1.5.1.4 Set the repeat action of a presentation or not 1.5.1.5 Creation, editing, and execution of an adjusted slide show
1.6 Object Links	1.6.1 Links	1.6.1.1 Link a graph from a spread sheet 1.6.1.2 Link text from a word processing document 1.6.1.3 Change an object type from linked to integrated
1.7 Advanced Settings	1.7.1 Macros	1.7.1.1 Create a simple Macro 1.7.1.2 Execute a Macro 1.7.1.3 Assign a Macro to a specific combination of key strokes

3.2.5 Application 5: Internet Services – Webpage Authoring

1. Basic operations and FrontPage Application Environment

Assessment Objectives	Performance Criteria	Skills to be tested
1.1 Web Site	1.1.1 Working with WebSites	1.1.1.1 Open a WebSite 1.1.1.2 Close a WebSite 1.1.1.3 Create a WebSite 1.1.1.4 Delete a WebSite
1.2 Web Pages	1.2.1 Working with WebPages 1.2.2 Properties	1.2.1.1 Create a WebPage 1.2.1.2 Delete a WebPage 1.2.1.3 Rename a WebPage 1.2.1.4 Open a WebPage 1.2.1.5 Close a WebPage 1.2.2.2 WebPage Title 1.2.2.3 BackGround sound, number of loops 1.2.2.4 Insert picture as webpage background

		<p>1.2.2.5 Set Background/Text color as specified</p> <p>1.2.2.6 Set Margins</p> <p>1.2.2.7 Set CodePage</p>
1.3 Working with Text	<p>1.3.1 Format</p> <p>1.3.2 Hyperlinks</p> <p>1.3.3 Bookmarks</p>	<p>1.3.1.1 Change font as specified</p> <p>1.3.1.2 Change fontsize as specified</p> <p>1.3.1.3 Apply Bold, Italic, Underline</p> <p>1.3.1.4 Change Font color</p> <p>1.3.1.5 Change Highlight color</p> <p>1.3.1.6 Remove formatting</p> <p>1.3.2.1 Create hyperlinks that link to other pages or other web addresses</p> <p>1.3.2.2 Create hyperlinks that links to e-mail address</p> <p>1.3.2.3 Edit hyperlinks</p> <p>1.3.3.1 Add Bookmark</p> <p>1.3.3.2 Delete Bookmark</p>
1.4 Working with paragraphs	<p>1.4.1 Format</p> <p>1.4.2 Bullets and Numbering</p>	<p>1.4.1.1 Apply alignment</p> <p>1.4.1.2 Set indentations (Before text, after text, first line)</p> <p>1.4.1.3 Set Spacing Before and After, Set Line Spacing</p> <p>1.4.1.4 Apply Borders and Shading to a paragraph</p> <p>1.4.1.5 Set Word Wrap style to a paragraph</p> <p>1.4.2.1 Apply Bullets or Numbers to a list</p> <p>1.4.2.2 Edit bullets or numbers</p>
1.5 Cascaded Style Sheets	1.5.1 Working with CSS	<p>1.5.1.1 Create CSS</p> <p>1.5.1.2 Edit CSS</p> <p>1.5.1.3 Link CSS to a webpage</p> <p>1.5.2.1 Apply styles to a paragraph (Heading1, Heading2...)</p>
1.6 Tables	1.6.1 Working with tables	<p>1.6.1.1 Add/Delete table</p> <p>1.6.1.2 Add/Delete rows</p> <p>1.6.1.3 Add/Delete columns</p> <p>1.6.1.4 Add/Delete cells</p> <p>1.6.1.5 Merge/Split cells</p>

		1.6.1.6 Table alignment 1.6.1.7 Apply Borders and Shading to a table
1.7 Pictures	1.7.1 Working with pictures	1.7.1 Add picture in a webpage 1.7.2 Delete picture from a webpage 1.7.3 Resize picture
1.8 FrontPage Components	1.8.1 Marquee	1.8.1.1 Add Marquee 1.8.1.2 Edit Marquee
1.9 Forms	1.9.1 Workings with forms	1.9.1.1 Add form to a webpage 1.9.1.2 Edit form 1.9.1.3 Send form data to e-mail address or to a file
1.10 Frames	1.10.1 Working with Frames	1.10.1.1 Create webpage with Frames 1.10.1.2 Apply webpage to a Frame

SECTION 4: ADMINISTRATION PROCEDURES

4.0 Administration

Centres must be registered with Vellum in order to enter candidates for **International Diploma in IT Skills Proficiency Level**. Application Forms for Centre Registration are available from Vellum's Customer Service.

On registration as a Centre for the International Diploma in IT Skills Proficiency Level, Centres will receive a CD-ROM, together with the Administration and Installation Guide. This guide details how to install the software and how to use it to register candidates for the individual Application Module assessments. It also contains instructions for the administration of the assessments and instructions and guidance for candidates.

Centres will be required to nominate a Centre Administrator who will be responsible for the administration of the diplomas and for the generation and conduct of the assessments to the criteria laid down by Vellum and CIE in this Syllabus and the Administration and Installation Guide.

On installation of the software from the CD-ROM, onto either an individual PC or a network, the use of the software will prompt the centre to contact Vellum Global Educational Services for the necessary Trigger and Test Allocation (security) Codes. These codes are required for entry into the Administrator software and, subsequently, for allocating blocks of tests for use at the Registered Centre. The Administration and Installation Guide contains detailed explanations on these procedures.

4.1 Results and Certification

A candidate sitting an Application Module assessment will receive feedback on performance immediately on completing the test. This information will be presented on screen in terms of a percentage score on the module and the percentage required to achieve a pass. Candidates who pass a module will be eligible for a 'Statement of Results' for that module. These Statements are printed locally, by the candidate's centre, at the centre's convenience and indicate the application area in which the candidate was successful together with candidate and centre details and the date of the assessment. The Centre Administrator will be provided by Vellum Global educational Services with the necessary stationery to print 'Statement of Results' for each candidate per module achieved. This will provide candidates and centres with immediate and formal recognition of a candidate's achievement.

Results from the Application Modules remain valid for five years from the date of the assessment. Candidates who achieve five Application Modules (within the five-year period) will be awarded the **International Diploma in IT Skills Proficiency Level** Full certificate. This certificate is issued by CIE and is only available to candidates at the end of the Award. Individual module certification is also available to centres at a small extra charge. The individual Module certification is issued by CIE and is titled **International Diploma in IT Skills Proficiency Level** module Certificate. Details are available from Vellum's Customer Service.

The CD-ROM provided to Registered Centres contains software specifically designed to allow the feedback of results for each candidate and Application Module tested at the centre following the assessments.

The information received is used by CIE to produce certificates for candidates who are eligible for a full diploma. When a candidate has achieved five Application Modules, a certificate will be issued by CIE and despatched to the centre by Vellum.

Further information and guidance on the **International Diploma in IT Skills Proficiency Level** are in the Administration and Installation Guide, which is issued to Registered Centres with the CD-ROM. On receipt of the CD-ROM centres will also be able to print out a User Manual, Candidate Instructions and other relevant documentation.

4.2 Software Installation Queries and Other Enquiries

In the case of difficulties in installing the software from the CD-ROM, or in the case of any other queries in connection with running the **International Diploma in IT Skills Proficiency Level**, please contact Vellum's Customer Service who will be able to deal promptly with your enquiry.

4.3 Fees

For current Centre registration fees for Cambridge Validated Awards, including International Diplomas, and entry fees for the Application Modules for the **International Diploma in IT Skills Proficiency Level**, please contact Vellum's Customer Services.