

**Duration:** 2 hours

**Course level:** Introductory

**Delivery method:** Online

## Introduction

Research in 2004 found that although 21.5 million workers use technology at work, 60% of them have never received any formal IT training.

**IT Applications** provides an introduction to computer spreadsheets, databases, the internet and email. It can help employees make the best use of IT in the workplace.

IT has never been more important in the smooth and efficient running of organisations worldwide. Effective IT can raise productivity, drive sales, improve customer service, and increase profitability.

## Who is the course for?

**IT Applications** is for people who are likely to become line managers. It is also suitable for those who are already in post, but have had little or no formal training and limited work experience.

There are no formal entry requirements and the easy to follow, step-by-step format of this course means participants can work at their own pace, making it ideal for anyone new to the subject.

Beginners' courses in key applications are also available as part of the European Computer Driving Licence (ECDL), one of the most widely recognised computing qualifications. **ECDL 4 – Spreadsheets, ECDL 5 – Databases and ECDL 7 – Electronic Communication** are appropriate if you wish to work towards a formal qualification in computer skills.

## What will you get from this course?

When you have completed this course, you will be able to:

- understand what a spreadsheet is
- explain when and why you would use a spreadsheet
- create and use a spreadsheet
- outline the structure and function of a database
- identify the benefits of using a database
- create and use a simple database
- identify and distinguish between the internet and intranets
- explain how the internet and email help support business.
- create, modify and format charts.

## Course features

**IT Applications** gives you a theoretical introduction to technology at work.

The course uses a simple case study, and basic exercises such as multiple choice and true or false questions. After each exercise you'll be given feedback on how you've done.

An audio soundtrack delivers most of the content, with simple graphics and on-screen text summarising the key points.

You can print a transcript of each screen's audio component for future reference. The course also includes a glossary of business terms, an alphabetical list of business "thought leaders", and a resources section featuring links to useful online business resources.

**IT Applications** is available for six months from the date first accessed.

### Other courses you might be interested in

ECDL 1 – Concepts of IT  
ECDL 2 – Using Your Computer  
ECDL 3 – Word Processing  
ECDL 4 – Spreadsheets

ECDL 5 – Databases  
ECDL 6 – Presentations  
ECDL 7 – Electronic Communication  
Keyboard and Typing Skills

**Course code:** 100594BT016

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It's in  
our hands.**

