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Using the Computer and Managing Files: ECDL - the European PC standard (European Computer Driving Licence)

David Penfold

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The European Computer Driving Licence (ECDL) is a European-wide qualification that enables you to demonstrate your competence in computer skills. It covers a range of specific knowledge areas and skill sets, broken down into seven modules. **Module 2**: Using the Computer & Managing Files covers the basic functions of a PC and its operating system. In particular it looks at operating effectively within the desktop environment, managing and organising files and directories, and working with desktop icons. This study guide will take you through all the knowledge areas and skills required to understand and pass Module 2 of the ECDL syllabus. Throughout each chapter we have used clear, jargon free, self-paced exercises that will provide you with an understanding of all the key elements which will prepare you for the ECDL Test.

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