



قوسٹ گھنسان ای. گورنمنٹ نیشنل سنٹر
E-Government National Centre, Prime Minister's Office



Digital Literacy Certification Programme for Civil Servants

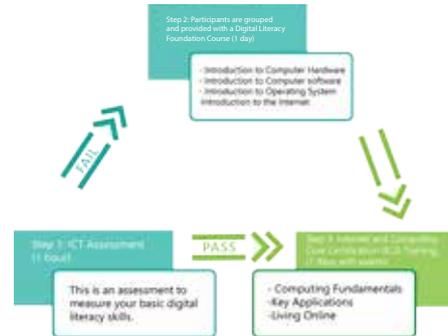
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Digital Literacy Certification Programme for Civil Servants

A certification programme which is designed to enhance the digital literacy knowledge of civil servants of Negara Brunei Darussalam by providing standardized and relevant trainings on the ICT usage and prove their knowledge with globally ratified certifications to build an efficient and a confident government workforce.

The programme has been structured as follows:



Once a participant registers for this programme, he/she has to undergo the ICT Skills Assessment which will be **Step 1**. The ICT Skills Assessment is a 1 hour programme focussing on the following objectives:

- Introduction to Computer Hardware
- Introduction to Computer Software
- Introduction to Operating Systems
- Introduction to the Internet

Upon completion of **Step 1**, the participant will be advised with the training venue and the start date of the programme. Participants who successfully pass the ICT Skills Assessment will advance to **Step 3** and those who do not pass the ICT Skills Assessment will go through **Step 2** where they will be provided with a Digital Literacy Foundation Course which focusses on the basics of ICT Digital Literacy. This course will be for a duration of one day and will commence prior to **Step 3**.

Internet and Computing Core Certification



Course Description

The first module explores the various computers available today, their components and peripherals. Participants will also learn how to maintain computer equipment, protect hardware from theft or damage, and solve common hardware problems. It also examines how software and hardware work together to perform computing tasks and how software is developed and upgraded. They will identify different types of software. And finally, they will examine what an operating system is, how it works and how to manage it.

The second module help participants to perform functions common to the Microsoft Office applications, Word, Excel and PowerPoint. They will also learn how to format text and documents, and gain the ability to use word-processing tools to automate processes such as document review, security and collaboration. Participants will learn how to build and use a spreadsheet efficiently, how to sort and manipulate data using formulas and functions, create simple but effective charts and draw conclusions based on tabular data and charts. In addition, they will learn how to design, manage and modify presentations and identify different ways presentations are distributed.

The third module help participants identify network fundamentals and the benefits and risks of network computing, identify various types of electronic communication and collaboration. This includes an understanding of “the rules of the road” for online communication and common problems associated with electronic communication. Participants will learn about the Internet, the World Wide Web and websites and how to use a Web browsing application. Participants will also learn how to evaluate the quality of information found on the Web, and identify responsible and ethical behaviors when creating or using online content.

Course Prerequisites

There are no specific prerequisites for the IC3 training program. But knowledge on how to browse the internet is preferred.

Course Duration

This programme is designed for a maximum of 8 days.

Course Contents

Module I: Computing Fundamentals

Unit 1: Recognizing Computers

Lesson 1: Computers All Around Us

- Identifying Computers

Lesson 2: Elements of a Personal Computer

- Looking at the System Unit
- Looking at Memory

Lesson 3: Working with Storage Systems

- What Are Storage Systems?

Lesson 4: Using Input/ Output Devices

- What are Input/Output Devices?
- Looking at Specialized Devices
- Connecting Devices

Lesson 5: Basic Troubleshooting Techniques

- Increasing the Computer's Performance
- Taking Care of the Computer
- Working with Hardware

Lesson 6: Buying a Computer

- Deciding What to Purchase

Lesson 7: Looking at Software

- What is a Software Program?
- Choosing an Application Program

Unit 2: Using Microsoft Windows

Lesson 8: Using Microsoft Windows Operating System

- Looking at Formatting Systems

Lesson 9: Looking at the Windows Desktop

- Looking at the Windows Desktop
- Using the Taskbar
- Looking at a Typical Window

Lesson 10: Starting Windows Applications

- Starting Application Programs
- Using Windows Help and Support

Lesson 11: Looking at Files and Folders

- Understanding Files and Folders
- Creating Folders
- Selecting Files or Folders
- Copying and Moving Files or Folders
- Viewing File or Folder Properties
- Finding Files

Lesson 12: Using the Recycle Bin

- Looking at the Recycle Bin
- Identifying Common Problems with Files

Lesson 13: Customizing System Settings

- Using the Control Panel

Lesson 14: Installing and Uninstalling Programs

- Managing Application Programs

Module II: Key Applications

[Unit 3: Common Elements](#)

Lesson 15: Getting Started with Programs

- Sharing Common Elements
- Looking at the Screen
- Using the Quick Access Toolbar
- Using the Ribbon
- Getting Help
- Changing the Program Options
- Working with Files

[Unit 4: Using Microsoft Word](#)

Lesson 16: Formatting Documents

- Entering and Editing Text
- Working with Documents

Lesson 17: Manipulating Text

- Selecting Text
- Customizing the View
- Editing Text
- Using Cut, Copy, and Paste

Lesson 18: Formatting Text

- Formatting Text Characters

Lesson 19: Setting Tabs and Indents

- Understanding Tab Settings
- Working with Indents
- Adding Bullets and Numbering

Lesson 20: Proofing Your Document

- Checking the Spelling and Grammar
- Using the Thesaurus
- Finding Items
- Replacing Items
- Using Research Tools
- Using Document Statistics

Lesson 21: Formatting the Document

- Changing Line Spacing
- Setting Paragraph Spacing
- Changing the Page Setup
- Adding Special Characters
- Inserting the Date and Time

Lesson 22: Printing Document

- Previewing the Document
- Printing a Document

Lesson 23: Working with Headers and Footers

- Using Breaks
- Using Headers and Footers

Lesson 24: Using Publishing Format Tools

- What are Publishing Format Tools?
- Working with Styles
- Applying Columns
- Using Footnotes and Endnotes
- Using Hyperlinks

Lesson 25: Working with Graphics

- What are Illustrations?
- Manipulating Graphics
- Drawing Objects
- Editing Shapes

Lesson 26: Working with Tables

- Understanding How Tables Work
- Formatting the Table
- Converting Text or Tables
- Sorting Information in a Table

Lesson 27: Working with Others

- Sharing Information with Others
- Protecting Documents

[Unit 5: Using Microsoft Excel](#)

Lesson 28: Getting Started

- Understanding Basic Terminology
- Working with Workbooks
- Entering Data in the Worksheet

Lesson 29: Manipulating the Information

- Selecting Cells
- Making Changes to the Contents
- Managing Worksheets

Lesson 30: Working with Formulas

- Creating Simple Formulas
- Proper Use of Formulas

Lesson 31: Formatting a Worksheet

- What Does Formatting Mean?

Lesson 32: Using Miscellaneous Tools

- Using the Spell Checker
- Sorting Data
- Filtering Information

Lesson 33: Working with Charts

- Understanding Charts

Lesson 34: Getting Ready to Print

- Previewing the Worksheet
- Adding Page Breaks
- Customizing the Printout
- Printing the Worksheet

[Unit 6: Using Microsoft PowerPoint](#)

Lesson 35: Getting Started

- What is PowerPoint?
- Working with Presentations
- Displaying Information in the Presentation

Lesson 36: Setting up the Presentation

- Creating a Master Slide
- Managing the Slides

Lesson 37: Working with Text

- Selecting Text Objects
- Manipulating Text
- Formatting Text

Lesson 38: Working with Objects

- Inserting Images
- Creating and Using Tables
- Creating a Chart
- Creating Drawing Objects
- Inserting Multimedia Objects

Lesson 39: Enhancing the Presentation

- Animating Objects
- Applying Slide Transitions

Lesson 40: Bringing It All Together

- Previewing the Presentation
- Running the Slide Show

Module III: Living Online

Unit 7: Getting Connected

Lesson 41: Networking Fundamentals

- Networking Fundamentals
- Benefits of Networking
- Disadvantages of Networking
- Connecting to a Network

Lesson 42: Understanding Electronic Communications

- What is Electronic Communication?
- Using Electronic Communication
- Understanding an E-mail Address
- Using Electronic Communications Appropriately

Lesson 43: Using Microsoft Outlook

- What is Microsoft Office Outlook?

Unit 8: Using the Internet

Lesson 44: Getting Started

- Understanding the World Wide Web
- Looking at Web Pages

Lesson 45: Using a Web Browser

- Using Microsoft Internet Explorer

Lesson 46: Using the Information from the Web

- Retrieving Information from a Web Page
- Printing a Web Page
- Downloading Information
- Customizing the Web Browser
- Identifying Common Web Browser Errors

Lesson 47: Searching for Information

- Finding Items on the Internet
- Using Search Engine Technology

Lesson 48: Qualifying the Information

- Evaluating the Information
- Identifying Ethical Issues
- Impacting Society

Lesson 49: The Risks of Computing

- Protecting Your Data or Computer
- Preventing Personal Injuries
- Identifying Software Threats

Lesson 50: Using the Internet Responsibly

- Restricting Access
- Protecting Yourself
- Keeping Up with Technology
- Looking at Personal Responsibilities

Additional Resources

How to access Microsoft E-Learning Courses

LEARN MORE AND LEARN AT YOUR OWN PACE FOR FREE!!

To gain initial access to the Microsoft® E-Learning courses, please follow the steps below:

1. Go to: <https://business.microsoftelearning.com/activate/>

Note:

Please take note, before you can use the e-Learning programme, you need to register a Windows Live ID using the official government email (with the domain gov.bn) through this website www.passport.net

Eg: ali.abu@egc.gov.bn

2. Input your multiuse access code: IWOE04D9D8 (The code is case-sensitive. Be sure to include the dashes and do not enter any spaces.)
3. You are prompted to sign in using a valid Windows Live™ ID. (This is the user name and password you use to access the courses.)
4. Click a course title to launch the offering. You have 12 months from the time of launch to finish that course.

To access your course at any time, please follow these steps:

1. Go to: <https://business.microsoftelearning.com/>
2. Click the "Sign In" button in the upper right corner of the page.
3. Sign in to Windows Live using your Windows Live ID and password.
4. Click the My Learning Catalog link on the left side of the page under Customer Login.
5. Begin your E-Learning course.

Microsoft Home Use Program

As a benefit of the Microsoft Enterprise Agreement with the E-Government National Centre, all the civil servants of Brunei Darussalam are entitled to get a Microsoft Office 2013 Professional Plus license or a Mac Office 2011 license at a special price of BND 15.00 to be installed in a personally owned computer.



Use Microsoft® Office Professional Plus 2013 at home. It's easier to get organized and complete projects with programs you already know and trust.



Get the tools to manage business and life, on your terms. Create professional-quality documents, spreadsheets and presentations.



Contact Tech One Global on +673 2344 500 or easeupport@techoneglobal.com to purchase the Microsoft Home Use Program (HUP)



قوسٲ كخسان اې كرجان ، جالٲن قرزان منٲري

E-Government National Centre, Prime Minister's Office

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