

## ECDL REPORT

I have just completed the ECDL training at East Renfrewshire Cultural Services and found it to be a great help in using the computer. As I have only really used word and e-mail I found that I learned a great deal about the other useful applications available.

I was assigned to the course in September last year but decided not to start my learning until January. I started the course by using the cd-rom that we were given and found this to be very useful and informative.

I began with a module, which I was at ease with "Word Processing" this I completed using the training given on the cd-rom. I missed my exam for this due to being ill and decided to do it the following week along with another module e-mail and internet having passed both of these I decided to carry on while I was on a roll and completed another two modules the next week these being Excel and Files and Folders. I learned quite a bit regarding these two modules such as folders and sub-folders etc things, which I had no idea about. I also learned about creating formulas on excel and using this as a means of arranging and storing facts and figures.

Having passed both of these modules I sat another two the following week namely PowerPoint and the one which I was dreading the theory paper. I very much enjoyed the PowerPoint module as I had never used this in any way and found it to be most entertaining and helpful in creating presentations. I have never had to do anything like this but now feel confident enough to create one if given the opportunity.

Having passed both of these modules I was going to take a rest before completing the database module but as I only had this module left to go, decided to have a try and once again I enjoyed using this as I have only ever entered data into one, which has already been designed. I found this again to be most enjoyable designing and creating databases and know if the need arises that I can now do my own and do not need to rely on other members of staff. Having also passed this module I was most pleased as I thought I had made quite a few errors, but as it turns out not enough to fail me.

I just managed to scrape through one or two modules but enjoyed my time doing this course, perhaps I should have given myself more time than 4 weeks but once I start something like this I just want to get on to the next part and get it complete. I am now hoping to put into practice some of the things, which I have learned and feel more confident with the computer and its relevant packages. I will miss my scone at the exam centre before my exams but I have to think of the waistline!!

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