Information Technology
Summer Revision Work 2017

The main topics covered this scholastic year were the **ECDL** syllabi for **Online Essentials** and **Word Processing**. Make sure to revise over these notes as everything learnt during this year is vital for the use of the Internet as a research tool for your studies as well as the ability to prepare work on a word processor such as Microsoft Office Word.

Those who wish may use the following websites for practice exercises related to these modules:

- http://www.ecdl.com.mt/downloads.html
- http://ecdl.org/about-ecdl/online-essentials
- http://ecdl.org/about-ecdl/word-processing

In preparation for next scholastic year, try making use of the following programsover the holidays to start preparing for other ECDL module exams: **Microsoft Office PowerPoint** (related to slideshows),**Microsoft Office Excel** (related to spreadsheets),and **Microsoft Office Access** (related to databases).