EUROPEAN INFORMATION TECHNOLOGIES CERTIFICATION INSTITUTE, ASBL.

Brussels, Belgium, European Union

CERTIFICATE

Anna Garczarek

Has successfully completed test requirements of
The European Information Technologies Certification Programme

EITC/BI/OOW Word processing software fundamentals (OpenOffice)

Certification Programme examination result: 73.33%

Certification Programme description:

Introduction: main window, ribbon, quick access toolbar, printable and nonprintable characters, main menu options, ruler, paragraph, indentation, margins, navigation, keyboard shortcuts; Document creation and edition: simple editing (copy, paste, cut), text formatting (font type, color, style, size), text alignment, line spacing, bullets and numbering (multilevel lists), auto-formatting (styles, table of contents, footnotes); Tables: creation methods, selection in tables, automatic formatting, table properties, text in a cell, autofit, cell size adjustment, graphical formatting; Objects in document: images (inserting and formatting), shapes (shape selection menu, categories of shapes, shape formatting, text in shapes), footer and header

Certificate Programme version/revision: EITC/BI/OOWv1r1

CERTIFICATE ID: **EITC/BI/OOW/NRH/12003665**

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