EUROPEAN INFORMATION TECHNOLOGIES CERTIFICATION INSTITUTE, ASBL.

Brussels, Belgium, European Union

CERTIFICATE

Magdalena Stobinska

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

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

Certification Programme examination result: 86.67%

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/11244126**

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Has successfully completed test requirements of
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EITC/BI/001 Multimedia presentation software fundamentals (OpenOffice)

Certification Programme examination result: 90%

Certification Programme description:

Introduction: main window, slide, fields on a slide, main menu, toolbars, views; Creating a presentation: title slide, creating and editing a slide (types of slide layouts), themes (theme editing), slide show; Objects on a slide: inserting and editing objects, usage examples (formatting, many shapes insertion, shape connectors), objects overlapping, editing objects (text objects, shapes, images, tables); Object animation and transitions between slides: animation definition, animation modification (custom animation, animation effects, animation parameters, timing, triggers), adding and editing transitions between slides (single transition, transition parameters); Spell checking (error corrections, dictionary); Slide sorter view (slide operations: move, duplicate, copy, paste, delete); Printing (print types); Help (search for help topics, online and offline mode)

Certificate Programme version/revision: EITC/BI/001v1r1

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Has successfully completed test requirements of
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EITC/BI/OOC Spreadsheets software fundamentals (OpenOffice)

Certification Programme examination result: 96.67%

Certification Programme description:

Introduction: basic definitions and concepts (cell, cell edition, formulas), sample formulas, cell references (relative, absolute), cell formatting (number formats, graphical formatting); Usage of spreadsheets in business: sample formulas and functions (basic, statistical, financial, etc.), pivot tables (creation, filters, row and column labels, values, functionality), data grouping, data sorting, data validation (validation criteria, messages); Charts: chart creation, chart data, chart types, chart as an object (design, layout and format tabs), chart graphical and 3D formatting, sample charts; OO Calc options, add-ons installation and usage (Solver tool example); OpenOffice.org BASIC language: basic concepts (variables and arrays, procedures and functions, conditional statements, loops, cell and sheet access), macros (defining events, creation, running and examples of macros)

Certificate Programme version/revision: EITC/BI/OOCv1r1

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Has successfully completed test requirements of
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EITC/INT/ITAF Internet technologies and applications fundamentals

Certification Programme examination result: 76.67%

Certification Programme description:

Websites: operating principles, WWW and HTTP architecture, web browsers (search mechanisms, image search), secure login to the services (authorization and authentication, SSL certificates); Creation of a simple website: the basics of HTML and CSS; Network dataflow: FTP, web services for file sharing, networking basics (IP, Wireless, Voice over Internet Protocol), text terminals telnet protocol, SSH protocol, remote connection applications; Efficient searching for information on the web: online maps applications, open encyclopedia (content co-authoring); advertising portals, online videos, news on the Internet, Internet translators (operation mechanisms, content translation); Internet communication tools: text messaging, electronic mail (theoretical fundamentals), online collaboration systems (Google Apps), video and audio communicators; Information society: definition, groups, blogs, Web 2.0 paradigm; Advertising on the Internet: advantages and disadvantages, contextual advertising, Google AdWords, Google AdSense, basics of web positioning; Formal aspects of information processing on the Internet: legal acts and regulations concerning processing of information on the Internet, copyrights

Certificate Programme version/revision: EITC/INT/ITAFv1r2

CERTIFICATE ID: **EITC/INT/ITAF/NRH/11244126**

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Has successfully completed test requirements of
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EITC/CG/APS Raster graphics processing software (Adobe Photoshop)

Certification Programme examination result: 83.33%

Certification Programme description:

Introduction: downloading and installation of application, basic concepts (bitmap graphics, resolution standards, compression); User interface: workspace, commands, palettes, preferences, keyboard shortcuts, navigation through a document, views; Image parameters: rotation, cropping, histogram correction, noise blurring, sharpness improvement, color correction, examples (red eye effect removal, adjusting hue and saturation irises, object geometry corrections); Photomontage: design analysis, editing tools: pen, layers (working with multiple layers, editing, locking, transformations, layer properties, alpha channel), selections (selections stored in files), manual image adjustments (tools, brushes, light and shadow adjustment); Portrait retouching: eyes (hue/saturation, smudge tool), mouth, teeth (sharpening, unsharp mask), skin (eyedropper tool, clone stamp tool, blur tool), hair (chiaroscuro); Silhouette retouch: appearance modification, needed tools (liquify filter, density, liquify panel, pucker tool, bloat tool, reconstruct tool); Website graphics elements: basic aspects (web safe palette, dimensions, fonts, photos), vignette, vector objects, layer style (elements styling, color, gradient, shadow, glow), text objects, small graphics elements, styles, actions (batch sequence), images export (image size, cutting); Print publishing: working on a print publication (image styling, print area, scaling, typography in print publication), offset printing (reproduction of images)

Certificate Programme version/revision: EITC/CG/APSv1r2

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Has successfully completed test requirements of
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EITC/INT/JOOM Website design and content management systems fundamentals (Joomla)

Certification Programme examination result: 76.67%

Certification Programme description:

Getting familiar with the concept of Content Management System (CMS): purpose, architecture, applications, types of CMS; Joomla! content management system: Description of system architecture (configuration settings, access rights, workflow), basic functionality; Joomla! installation: The XAMPP (Apache web server, MySQL), web installer (settings); Introduction to Joomla! CMS: appearance (menus, functions, advertisements, login form module), localization, adding new users (user management, user hierarchy); Website: control panel , media, service configuration (system settings, service settings); Sections: categories (articles, front page content); Menu: available menus overview, modifications, creating new menu; Menu items: types, possible settings, adding menu items; Components: ads (ad categories), RSS feeds, polls; Extensions: templates, modules (incl. administrator modules), installing extensions; Tools: messaging, mail merge, e-mail setup, additional extensions

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