# CERTIFICATE SUPPLEMENT
# EITCA/KC/NRH11244126

**Certificate ID:** EITCA/KC/NRH11244126
**Certificate type:** The European Information Technologies Certification Academy Programme
**Academy name:** EITCA Information Technologies Key Competencies Programme (EITCA/KC)
**Issue date:** September 2011
**Holder's name:** Magdalena Stobinska
**Holder's country:** Poland
**Examination center:** CompSecur Sp. z o.o., Wroclaw, Poland
**Earned ECTS credits:** 12

**EITCA/KC Programme (version/revision: v3r1) component EITC Certificates:** **Result:**

**EITC/BI/OOW Word processing software fundamentals (OpenOffice)** 87%
EITC Certificate number: EITC/BI/OOW/NRH/11244126

Certificate 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

**EITC/BI/OOI Multimedia presentation software fundamentals (OpenOffice)** 90%
EITC Certificate number: EITC/BI/OOI/NRH/11244126

Certificate 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/OOIv1r1

**EITC/BI/OOC Spreadsheets software fundamentals (OpenOffice)** 97%
EITC Certificate number: EITC/BI/OOC/NRH/11244126

Certificate 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

**EITC/INT/ITAF Internet technologies and applications fundamentals** 77%
EITC Certificate number: EITC/INT/ITAF/NRH/11244126

Certificate 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

**EITC/CG/APS Raster graphics processing software (Adobe Photoshop)** 83%
EITC Certificate number: EITC/CG/APS/NRH/11244126

Certificate 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,

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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

**EITC/INT/JOOM Website design and content management systems fundamentals (Joomla)** 77%
EITC Certificate number: EITC/INT/JOOM/NRH/11244126

Certificate 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
Certificate Programme version/revision: EITC/INT/JOOMv1r2

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