

Certificate ID: EITCA/KC/NRH2002043
Certificate type: The European Information Technologies Certification Academy Programme
Academy name: EITCA Information Technologies Key Competencies Programme (EITCA/KC)
Issue date: March 2012
Holder's name: Konsuela Wysocka
Holder's country: Poland
Examination center: CompSecur Sp. z o.o., Wrocław, Poland
Earned ECTS credits: 10



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

Result:

EITC/BI/MSOW Word processing software fundamentals (Microsoft Office)

EITC Certificate number: EITC/BI/MSOW/NRH/12002043

 87%

Certificate Programme description: Introduction: main window, ribbon, Microsoft Office Button, Quick Access toolbar, printable and nonprintable characters, ruler, paragraph, indentation, margins, navigation, keyboard shortcuts; Document creation and edition: simple editing (copy, paste, cut), text formatting (font type, 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, SmartArts (inserting, categories, editing and formatting)

Certificate Programme version/revision: EITC/BI/MSOWv1r1



EITC/BI/MSOPP Multimedia presentation software fundamentals (Microsoft Office)

EITC Certificate number: EITC/BI/MSOPP/NRH/12002043

 90%

Certificate Programme description: Introduction: main window, slide, notes, fields on a slide; 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 (shapes, SmartArts, images, tables); Object animation and transitions between slides: animation definition, animation modification (custom animation, auto-preview, animation effects, animation parameters, timing, triggers), adding and editing transitions between slides (single transition, transition parameters); Spell checking in MS Office (error corrections, dictionary); Slide Sorter view (slide operations: move, duplicate, copy, paste, delete); Printing (print types); Help in Microsoft Office (search for help topics, online and offline mode)

Certificate Programme version/revision: EITC/BI/MSOPPv1r1



EITC/BI/MSOEX Spreadsheets software fundamentals (Microsoft Office)

EITC Certificate number: EITC/BI/MSOEX/NRH/12002043

 80%

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; Excel options, module installation and usage (Solver tool example); Visual Basic language in Excel: basic concepts in VB (variables and arrays, procedures and functions, conditional statements, loops, cell and sheet access), macros (VB editor, defining events, creation, running and examples of macros)

Certificate Programme version/revision: EITC/BI/MSOEXv1r1



EITC/CG/APS Raster graphics processing software (Adobe Photoshop)

EITC Certificate number: EITC/CG/APS/NRH/12002043

 73%

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, 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





CERTIFICATE SUPPLEMENT

EITCA/KC/NRH12002043



EITC/INT/JOOM Website design and content management systems fundamentals (Joomla)

EITC Certificate number: EITC/INT/JOOM/NRH/12002043

73%

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

