

Materials on basic computer e-education published on *ITdesk.info*

Video-materials for learning are presented in the following programs: a package of office software LibreOffice, OpenOffice.org, Microsoft Office 2010 and Internet browser Mozilla Firefox.

*Education and Teacher Training Agency* in Croatia has approved the use of handbooks as official additional teaching resources in all the primary schools in Croatia, for the school subjects Technical culture and Computer science (taught from 5th to 8th grade). Materials marked with \* are also approved by the *Agency* and aim at education in the English language in the Republic of Croatia for children of diplomats, children of businesspeople from abroad and children of returnees. ([More](#))

<i>Module overview:</i>	<i>Notes and handbooks:</i>	<i>Video-materials:</i>	<i>Sample exercise and exercise solution:</i>	<i>Quizzes:</i>
<p><b><a href="#">Module 1: Concepts of ICT</a></b> - understanding of the different parts of a computer, as well as some of the key concepts of Information and Communication Technology (ICT), such as those relating to networks and security.</p>	<p><a href="#">module 1 notes</a> *</p> <p><a href="#">module 1 handbook</a></p>	<p><a href="#">ICT concepts presentation</a></p>	<p><a href="#">module 1 exercise</a></p> <p><a href="#">module 1 exercise solution</a></p>	<p><a href="#">ICT concepts - quiz 1</a></p> <p><a href="#">ICT concepts - quiz 2</a></p> <p><a href="#">Acknowledgement of completion for module 1</a></p>
<p><b><a href="#">Module 2: Using the Computer and Managing Files</a></b> - using the common functions of a personal computer and its operating system; operate effectively within the desktop environment, manage and organise files and folders</p>	<p><a href="#">module 2 notes</a></p> <p><a href="#">module 2 - handbook - LinuxLite</a></p> <p><a href="#">module 2 - handbook - Microsoft Windows 7</a> *</p>	<p><a href="#">Using Windows XP - presentation 1</a></p> <p><a href="#">Using Windows XP - presentation 2</a></p> <p><a href="#">Using Windows XP - presentation 3</a></p>	<p><a href="#">module 2 exercise</a></p> <p><a href="#">module 2 exercise solution</a></p>	<p><a href="#">Using the computer and managing files - quiz 1</a></p> <p><a href="#">Using the computer and managing files - quiz 2</a></p> <p><a href="#">Acknowledgement of completion for module 2</a></p>

<p><b><u>Modul 3: Word Processing</u></b> - creating, formatting and finishing small-sized word processing documents such as letters and other everyday documents; duplicate and move text within and between documents; use some of the features associated with word processing applications such as creating standard tables, using pictures and images within a document, and using mail merge tools.</p>	<p><a href="#">module 3 notes</a></p> <p><a href="#">module 3 – handbook - LibreOffice Writer</a> *</p> <p><a href="#">module 3 – handbook - Microsoft Word 2010</a></p> <p><a href="#">Advanced text processing – Microsoft Word 2010</a></p> <p><a href="#">Advanced text processing – LibreOffice Writer</a></p>	<p><a href="#">OpenOffice.org Writer presentation 1</a></p> <p><a href="#">OpenOffice.org Writer presentation 2</a></p> <p><a href="#">OpenOffice.org Writer presentation 3</a></p> <p><a href="#">OpenOffice.org Writer presentation 4</a></p> <p><a href="#">Microsoft Word 2010 presentation 1</a></p> <p><a href="#">Microsoft Word 2010 presentation 2</a></p> <p><a href="#">Microsoft Word 2010 presentation 3</a></p> <p><a href="#">Microsoft Word 2010 presentation 4</a></p>	<p><a href="#">module 3 exercise</a></p> <p><a href="#">module 3 exercise solution</a></p>	<p><a href="#">Word Processing - quiz 1</a></p> <p><a href="#">Word Processing - quiz 2</a></p> <p><a href="#">Acknowledgement of completion for module 3</a></p>
<p><b><u>Module 4: Spreadsheets</u></b> - developing, formatting, modifying and using a spreadsheet, in addition to using standard formulas and functions, creating and formatting graphs or charts; create mathematical and logical formulas using standard spreadsheet functions.</p>	<p><a href="#">module 4 notes</a> *</p> <p><a href="#">module 4 – handbook – LibreOffice Calc</a> *</p> <p><a href="#">module 4 – handbook - Microsoft Excel 2010</a> *</p> <p><a href="#">Advanced spreadsheets – Microsoft Excel 2010</a></p> <p><a href="#">Advanced spreadsheets – LibreOffice Calc</a></p>	<p><a href="#">OpenOffice.org Calc presentation 1</a></p> <p><a href="#">OpenOffice.org Calc presentation 2</a></p> <p><a href="#">OpenOffice.org Calc presentation 3</a></p> <p><a href="#">Microsoft Excel 2010 presentation 1</a></p> <p><a href="#">Microsoft Excel 2010 presentation 2</a></p> <p><a href="#">Microsoft Excel 2010 presentation 3</a></p>	<p><a href="#">module 4 exercise</a></p> <p><a href="#">module 4 exercise solution</a></p>	<p><a href="#">Spreadsheets - quiz 1</a></p> <p><a href="#">Spreadsheets - quiz 2</a></p> <p><a href="#">Acknowledgement of completion for module 4</a></p>

<p><b><u>Module 5 - Using Databases</u></b> - create and modify tables, queries, forms and reports, and prepare outputs ready for distribution, retrieve and manipulate information from a database by using query and sort tools.</p>	<p><a href="#">module 5 notes</a></p> <p><a href="#">module 5 - handbook - LibreOffice Base *</a></p> <p><a href="#">module 5 - handbook - Microsoft Access 2010 *</a></p>	<p><a href="#">OpenOffice.org Base presentation 1</a></p> <p><a href="#">OpenOffice.org Base presentation 2</a></p> <p><a href="#">Microsoft Access 2010 presentation 1</a></p> <p><a href="#">Microsoft Access 2010 presentation2</a></p>	<p><a href="#">module 5 exercise</a></p> <p><a href="#">module 5 exercise solution</a></p>	<p><a href="#">Using Databases - quiz 1</a></p> <p><a href="#">Using Databases - quiz 2</a></p> <p><a href="#">Acknowledgement of completion for module 5</a></p>
<p><b><u>Module 6: Presentation</u></b> - using presentation tools on a computer: creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.</p>	<p><a href="#">module 6 notes</a></p> <p><a href="#">module 6 – handbook – LibreOffice Impress</a></p> <p><a href="#">module 6 - handbook – Microsoft PowerPoint</a></p> <p><a href="#">Advanced presentation - LibreOffice Impress</a></p> <p><a href="#">Advanced presentation - MS PowerPoint 2010</a></p>	<p><a href="#">OpenOffice.org Impress presentation 1</a></p> <p><a href="#">OpenOffice.org Impress presentation 2</a></p> <p><a href="#">OpenOffice.org Impress presentation 3</a></p> <p><a href="#">MS PowerPoint 2010 presentation 1</a></p> <p><a href="#">MS PowerPoint 2010 presentation 2</a></p> <p><a href="#">MS PowerPoint 2010 presentation 3</a></p>	<p><a href="#">module 6 exercise</a></p> <p><a href="#">module 6 exercise solution</a></p>	<p><a href="#">Developing Presentations - quiz 1</a></p> <p><a href="#">Developing Presentations - quiz 2</a></p> <p><a href="#">Acknowledgement of completion for module 6</a></p>
<p><b><u>Module 7 - Web Browsing and Communication</u></b> - first section, Web Browsing, is about concepts and terms associated with using the Internet. In the second section, Communication, you can learn some concepts of electronic mail (email), and how to use email software.</p>	<p><a href="#">module 7 notes</a></p> <p><a href="#">module 7 handbook</a></p>	<p><a href="#">Internet and e-mail presentation 1</a></p> <p><a href="#">Internet and e-mail presentation 2</a></p> <p><a href="#">Microsoft Outlook 2007 presentation 1</a></p> <p><a href="#">Microsoft Outlook 2007 presentation 2</a></p>	<p><a href="#">module 7 exercise</a></p> <p><a href="#">module 7 exercise solution</a></p>	<p><a href="#">Web Browsing and Communication - quiz 1</a></p> <p><a href="#">Web Browsing and Communication - quiz 2</a></p> <p><a href="#">Acknowledgement of completion for module 7</a></p>

<p><a href="#"><u>Module 8 - Web development and Web design</u></a></p>	<p><b>Handbook:</b> <a href="#"><u>Module 8: Web Design</u></a></p> <p><a href="#"><u>The basics of the World Wide Web (WWW) - quiz</u></a></p> <ul style="list-style-type: none"> <li>- on-line services: World Wide Web (WWW), file transfer, e-mail, instant messaging (IM)</li> <li>- terms: Internet browser, client and server, domain, Uniform Resource Locator (URL), hyperlink, web hosting, search engines,</li> <li>- protocols: Transmission Control Protocol/Internet Protocol (TCP/IP), Hypertext Transfer Protocol (HTTP), File Transfer Protocol (FTP)</li> <li>- the process of getting a website online; copyright protection</li> </ul>	<p><a href="#"><u>The basics of HTML language - quiz</u></a></p> <ul style="list-style-type: none"> <li>- terms: Hypertext Markup Language (HTML), W3C consortium, source code</li> <li>- tags for the structure of the webpage layout</li> <li>- optimizing a webpage for search engines</li> </ul> <p><a href="#"><u>The basics of CSS (Cascading Style Sheets) - quiz</u></a></p> <ul style="list-style-type: none"> <li>- the usefulness and implementation of CSS,</li> <li>- the structure of the CSS rules, changing the CSS rules</li> </ul>
<p><a href="#"><u>Module 9 - Basic image processing</u></a></p>	<p><a href="#"><u>Basic image processing and the use of the GIMP program - quiz 1</u></a></p> <p><a href="#"><u>Basic image processing and the use of the GIMP program - quiz 2</u></a></p>	<ul style="list-style-type: none"> <li>- <i>the basic terms and tools which are used while processing images:</i> <ul style="list-style-type: none"> <li>- image size, resolution, background color; foreground color</li> <li>- color model and the common color models: RGB, HSB, CMYK, grayscale</li> <li>- color palette, color depth; layer and setting layer properties (name, opacity, show, lock)</li> </ul> </li> <li>- <i>using GIMP, the specialized program for image processing:</i> <ul style="list-style-type: none"> <li>- open, close application for image processing; create a new image file, save an image</li> <li>- paint a part of the image; fill the part of an image with color; delete a part of an image</li> <li>- crop an image, mirror an image; add, edit, delete text; copy and move text; align text;</li> <li>- apply artistic effects; create, copy, delete a layer; change the printing</li> <li>- create an animated GIF from layers; commands for three-dimensional drawing</li> </ul> </li> </ul>
<p><a href="#"><u>Module 10 - Computer-aided design - CAD</u></a></p>	<p><a href="#"><u>Computer-aided design (CAD) and the basic use of the LibreCAD program - quiz 1</u></a></p> <p><a href="#"><u>Computer-aided design (CAD) and the basic use of the LibreCAD program - quiz 2</u></a></p>	<ul style="list-style-type: none"> <li>- open, close LibreCAD application; open, close drawings; create a new drawing, save the drawing under a different name or as other file type</li> <li>- setup units of measure: metric or imperial system</li> <li>- copy and move objects within and between drawings; delete, rotate, scale, mirror</li> <li>- add, edit, delete text; align text; change text formatting: set, change line type and style,</li> <li>- apply the coordinate system; measure distances, angles, areas</li> <li>- using layers: add layer and set layer properties; change layer properties</li> <li>- add dimensions, create, set, edit dimension styles, change dimension style and font</li> <li>- create block, insert blocks in a drawing, create wblock; add hyperlink to an object</li> <li>- change the print settings and print drawings via printers or plotters</li> </ul>

<p><b><u>Handbooks for the e-Citizen program:</u></b></p> <p><a href="#"><u>Block 1: Foundation Skills</u></a></p> <p><a href="#"><u>Block 2: Information Search</u></a></p> <p><a href="#"><u>Block 3: e-Participation</u></a></p>	<p><b><u>Quizzes that cover advanced knowledge of working with spreadsheets:</u></b></p> <p><a href="#"><u>Advanced spreadsheets: analysis and special tools – quiz</u></a></p> <p><a href="#"><u>Advanced spreadsheets: usage of functions – quiz</u></a></p> <p><a href="#"><u>Advanced spreadsheets: protection, sorting and queries – quiz</u></a></p> <p><a href="#"><u>Advanced spreadsheets – naming cell ranges – advanced formatting – quiz</u></a></p> <p><a href="#"><u>Advanced spreadsheets: handling data – connecting templates and charts – quiz</u></a></p> <p><a href="#"><u>Advanced spreadsheets: editing data and display – quiz</u></a></p>
<p><b><u>Quizzes that cover advanced knowledge of word processing:</u></b></p> <p><a href="#"><u>Advanced word processing – advanced paragraphs editing – quiz</u></a></p> <p><a href="#"><u>Advanced word processing – advanced text editing – quiz</u></a></p> <p><a href="#"><u>Advanced word processing – captions and mailings – quiz</u></a></p> <p><a href="#"><u>Advanced word processing – collaboration in editing – comments – quiz</u></a></p> <p><a href="#"><u>Advanced word processing – create and modify style – quiz</u></a></p> <p><a href="#"><u>Advanced word processing – document layout: sections and columns – quiz</u></a></p> <p><a href="#"><u>Advanced word processing – footnotes, endnotes, security – quiz</u></a></p> <p><a href="#"><u>Advanced word processing – images, drawings – quiz</u></a></p> <p><a href="#"><u>Advanced word processing – macros and print – quiz</u></a></p> <p><a href="#"><u>Advanced word processing – the master document, table of content – quiz</u></a></p> <p><a href="#"><u>Advanced word processing – referencing and field codes – quiz</u></a></p> <p><a href="#"><u>Advanced word processing – tables and forms – quiz</u></a></p> <p><a href="#"><u>Advanced word processing – text boxes and spreadsheets – quiz</u></a></p>	<p><b><u>Quizzes that cover advanced knowledge of working with databases:</u></b></p> <p><a href="#"><u>Advanced databases: table design – fields and columns – quiz</u></a></p> <p><a href="#"><u>Advanced databases: query design – quiz</u></a></p> <p><a href="#"><u>Advanced databases: forms design, macros, import data – quiz</u></a></p> <p>Handbooks: <a href="#"><u>Advanced databases – LibreOffice Base</u></a></p> <p><a href="#"><u>Advanced databases – Microsoft Access 2010</u></a></p> <p><b><u>Quizzes that cover advanced knowledge of developing presentations:</u></b></p> <p><a href="#"><u>Advanced presentations: images and drawings – effects and editing – quiz</u></a></p> <p><a href="#"><u>Advanced presentations: images and drawings – manipulation – quiz</u></a></p> <p><a href="#"><u>Advanced presentations: linking information and macros – quiz</u></a></p> <p><a href="#"><u>Advanced presentations: multimedia – sound, video, animations – quiz</u></a></p> <p><a href="#"><u>Advanced presentations: presentation management – quiz</u></a></p> <p><a href="#"><u>Advanced presentations: slides – setup and export – quiz</u></a></p> <p><a href="#"><u>Advanced presentations: using charts and flowcharts – quiz</u></a></p>