

The Conceptual Framework To implement ICDL Program at 1000 islamic Boarding Schools in Indonesia

Chapter 1

INTRODUCTION

1.1. Background

Digital Literacy at the era of Information and Communication Technology, become more important than traditional literacy, (ability to read and write). Which recently the President of The Republic Of Indonesia announce " The President Instruction" to combat illiterate peoples in all over Indonesia, as acceleration programs to reduce at least 50% of illiterates peoples. And mandated to the Ministry of National Education as a priority program, related to the Dakar framework on " Education for all" .

In the globalization era, the ability of reading and writing with academic qualification only is not enough for everyone to acquire the competitive workplaces without computing literacy, Because there is no such profession, managerial or technical aspects without computing capability.

Therefore the serious program implementation to preparing digital literate for young generation must be done by the Government and non Governmental Organization. In order to produce a competitive workforces. Otherwise the Indonesian Young generation becoming not competitive and non productive and the Government will face the serious problem in the future.

We have a lesson learning from India, Srilangka and many Middle East countries which already preparing their young generation with digital literacy. India and Srilangka is already succeed to become IT workforce supplier internationally, compare than Philippines and Indonesia which both of the countries still depending to the domestic workers supply. Even though we have a large number of educated population. If we can anticipate the above mentioned problems seriously, its will be a part of the potential source to increase the national income.

To solve the above mentioned problem, Yayasan Pendidikan Indonesia (YPI Foundation) as International Computer Driving Licence (ICDL) licensee, proposed to the Indonesian Government trough the Ministry of National Education in 2006, to implement the ICDL program in Indonesia. Which was accepted by the Government, and we signed a memorandum of understanding with the Directorate general of non formal and informal education to implement the program at 300 more Public Community College and 100 Private vocational Courses Institution in more than 300 Districts in all over Indonesia.

The implementation of the above MOU , Yayasan Pendidikan Indonesia (YPI Foundation) giving services already to the above Public and Private Vocational Institutions, and trained with TOT methodology for 150 ICDL Invigilators at Al-Zaytun , ones of the ICDL approved Test Center in Western Java with success story in implementing ICDL program not only for the students but also for the Computer learning Instructors.

As result of the above successfully program implementation, on December 11, 2006 in the special occasion which was attended by the ICDL Asia Pacific Clothe Chairman of Yayasan Pendidikan Indonesia (YPI Foundation) , and all available Director generals of the Ministry of National Education . The Minister of National Education Prof.Dr. Bambang Sudibjo MBA

announced that the ICDL program has been implemented in the Country and at the same time he give formally the certificate of Accreditation to 71 Public Community College Head teachers.

On his speech the Minister suggested all available Directorate generals especially the Directorate general of formal Education to endorse and implement the ICDL program to formal education Institutions, such as Secondary Schools especially Senior Secondary Vocational Schools. He mention as well ins his speech to the Director General of Non Formal and In Formal Education to include the Islamic Boarding Schools (Pesantren) in the ICDL program implementation.

To follow up the above suggestion, We propose our " Conceptual framework to implement the ICDL program at 1000 Pesantren (Islamic Boarding Schools), with the Participation action programs systems between Yayasan Pendidikan Indonesia (YPI Foundation) and the responsible Indonesian Ministries, Government and non Governmental donors locally and Internationally.

ICDL Egypt which is managed by the UNESCO and ICDL Srilangka, successfully received donation from donors, such as Asian Development Bank and World Bank to implement ICDL program. With this donation they plan to support 1000,000 ICDL Candidates in each Country. By the above mentioned Participation Action programs, we expect that the success story of Egypt and Srilangka can be implemented as well in Indonesia.

1.2. Scope

The scope of the Conceptual framework above mentioned, is the modern or traditional Islamic Boarding Schools (Pesantren) in all over Indonesia, in the process of ICDL implementation, the responsible ministries, such Ministry of National Education,

Ministry of Religious Affairs, Ministry of Man Power will be invited to contribute to the program implementation as mandated by the Indonesian Constitution.

The major program implementation in the above conceptual framework is the process of Accreditation to become ICDL Approved test center, in order for Pesantren to implement legally the ICDL program . By implementing the program in the Islamic boarding schools, its mean Yayasan Pendidikan Indonesia become a part of the National ICT for all program implementation, which was instructed by the President of Indonesia

1.3. Objective

1.3.1. General Objectives

The general objective of the sharing participation program as mentioned in the conceptual framework is to preparing the Capacity of 1000 Islamic Boarding School to become ICDL Approved test centers. By approving as ICDL Approved test center, the nominated Islamic Boarding Schools can directly provide training and testing of ICDL Certification program to the students and the Public candidates,

As ICDL Approved test center, the nominated Islamic Boarding School not only provide traditional Islamic teaching, but also become a center of life skills Education, especially Computing literacy skills.

1.3.2. Specific Objectives

- To provide access or services to the Indonesian public, for the Globally recognized Computing Certification with affordable cost.
- To provide a chance to the ICDL test Center (Pesantren) to become a center of Information and technology Education, especially ICDL qualification

- To develop a model of Information and Communication technology Education, in order to Indonesia to develop Internationally Recognize of the Indonesian standard of ICT qualification in the near future
- To produce Indonesian young generation with Computing skills, in order for them to continue their higher education or to becoming skilled workforces to enter a competitive workplaces locally or Internationally
- By having a computer skills the alumni of Islamic Boarding Schools not only qualified in the religious disciplines, but also knowledgeable in the computing skills, hopefully they become a skilled workforces who can compete in the competitive workplaces, locally or Internationally.
- To Increase the national income from the skilled Indonesian workforces remittances.

1,3,3, More Specific Objectives

To revitalize Islamic Boarding Schools to become modern and innovative educational Institution equivalent with the secular educational Institution in Indonesia, and reducing the image of Pesantren as Fundamentalist and terrorist producer. As statistically known that the number of Pesantren in Indonesia is more than 13,000 units. By increasing the capacity of the Islamic Boarding in Indonesia we will improve the whole quality of National Education

1.4. Outcome

The expected outcome of the ICDL program implementation are :

- Readiness productive Indonesian young generation with the International recognized Computer skills, in order from them to compete in this globalization era.

- By approving the Islamic boarding schools as ICDL Approved test center, it own bargaining position and its own motivation will be increased .
- Awareness of the Indonesian Young generation for the Information and communication technology
- Produce the competitive workforces especially the alumni of the Islamic Boarding Schools in order for them to capture the competitive ICT workplaces, locally or Internationally.
- ICDL alumni from the Islamic Boarding Schools acceptable for the workplaces locally or Internationally.

Chapter 2

PROGRAM IMPLEMENTATION

2.1. Institutional Criteria

The nominated Educational Institutions in the Conceptual framework is modern or Traditional Islamic Boarding Schools which are located in the Republic of Indonesia, with the following criteria:

2.1.1. General requirements

- ❖ The modern and Traditional Islamic Boarding Schools which are provided Educational program and located in the Republic of Indonesia.
- ❖ Has the willingness to provide Computer Literacy Education.
- ❖ Providing uptodate Computer Laboratorium at least 5 unitsto running the ICDL program learning and test.
- ❖ Providing a representative management
- ❖ Providing a representative class rooms which are open for all
- ❖ The Registered student at least 300 pupils and they are ready to register a non Psantren students as ICDL candidates.

2.1.2. Administrative Requirements

- ❖ Recommended by the Goverment and Non Governmental Leaders, who has a knowledge of the leducational Innovation
- ❖ Has a formal legality to provide education from the Responsible Ministries (Ministry of religious affairs)
- ❖ Agree to sign application to become ICDL test center

- ❖ Agree to accept the first assesment by ICDL Indonesia or Yayasan Pendidikan Indonesia
- ❖ Agree to sign a contract of accreditation with ICDL Indonesia on behalf European Computer Driving Licence Foundation
- ❖ Agree to purchase 7 test modules x 10 Candidates
- ❖ Agree to pay Accreditation fee to ICDL Indonesia (will be funded by Yayasan Pendidikan Indonesia)
- ❖ Agree to follow all of the ICDL Indonesia regulation as stated on the Accreditation Contract.

2.1.3. **Specific requirements**

- ❖ The Nominated Islamic Boarding Schools compulsory to have at least 2 Invigilators, to supervise ICDL implementation program.
- ❖ The above Invigilators should recommended by the Leader of Islamic Boarding Schools, and meet the Criteria as ICDL Invigilator
- ❖ The Candidate of Invigilator should have ICDL core certificate or agree to participate special invigilator training provide by ICDL Indonesia

2.2. **Accreditation Implementation Process**

The Accreditation process will be done by the ICDL Indonesia staffs. With the following steps:

2.2.1. **Indetification**

- ❖ The nominated islamic Boarding schools will be identified by the ICDL Indonesia staffs in cooperation with the related Institution staffs, and recommending the result to the management of ICDL Indonesia
- ❖ Base on the above recommendation ICDL Indonesia will finally identify and register the qualified 1000 Islamic Boarding Schools for the accreditation process

2.2.2. Local Investigation

- ❖ ICDL Indonesia will send to the Islamic Boarding Schools to do accreditation process as regulated by the ICDL Indonesia, then :
 - A. Report to the ICDL Indonesia management with the photographs of the nominated boarding schools and its own hardwares and softwares
 - B. Recommend that the Islamic boarding School is meet the ICDL Indonesia minimum requirement or rejected the application because tnotr meet the minimum criteria.
 - C. Submit all available documents to ICDL Indonesia for approval purposes

2.2.3. The final process of Accreditation

- ❖ ICDL Indonesia Licensee will preparing kemudian Contract of Accreditation to be signed by the nominated Islamic Boarding Schools
- ❖ One copy The signed Contract of Accreditation must be submitted to the ICDL Indonesia management
- ❖ ICDL Indonesia Licensee then submit all document to the ECDL Foundation as a weekly report in order to receive a code number of each Islamic Boarding Schools

2.2.4. Submitting Certificate of Accreditation

- ❖ ICDL Indonesia management, will re chek all available documents and request the Islamic Boarding Schools to complete before issuing the certificate of Accreditation
- ❖ ICDL Indonesia can produce the certificate of Accreditation and/or receive it from the ECDL Foundation, then submit the certificate to each Islamic Bpooarding School through the Minister of National Education or The Ministry of releigious Affairs

- ❖ The certificate of Accreditation submitting can be done on special occasion or distribute it directly thru courier

2.3. Instalasi System test ICDL

The next process after the accreditation is the Instalation of ICDL test systems, with the following steps:

- ❖ ICDL Indonesia sending the list of new approves test center to Activ Training, with its own ID number, and contact persons.
- ❖ Activ Training will respond all or ICDL reportation, and sending the ICDL test system online or offline to Approved Test center through ICDL Indonesia Licensee.
- ❖ ICDL Indonesia Licensee, then forward all to the islamic Boarding Schools, with the test installation guide lines
- ❖ Activ training will send the file knows as DMTFILE directly to the islamic borading schools through their email addresses
- ❖ Once the islamic boarding schools completed all the ICDL test systems installation, they are ready to run ICDL program

2.4. Guidance

After being ICDL Approved test center, the islamic boarding Scholls will receive a continuing guidance untul they are ready to sun the ICDL Program, which are :

2.4.1. Business development

- ❖ To succeed the ICDL program, ICDL Indonesia team will produce the guidlines how to prepare a business development, such as how to identify market and target market, how to negotiate with Governmental bodies, and so on.

- ❖ ICDL Indonesia Licensee will help islamic Boarding Schools with Marketing materials in soft or hard copies, to be reproduced by the islamic Boarding Schools.
- ❖ ICDL Indonesia Licensee then state all available islamic Boarding Schools at its own website and marketing materials.

2.4.2. Technical Assistencies

- ❖ ICDL Indonesia Licensee will open its own office or Contact persons 24 hours a day, ready to answer all questions from Islamic Boarding Schools.
- ❖ ICDL Approved test center will receive special attention, using Telephones, facsimiles. Email and Skype access

2.4.3. ICDL Invigilator Guidance

2.4.3.1. Type of Guidance

The ICDL Invigilators are the important human resources aspect to succeed the ICDL program at each islamic boarding Schools. That why we propose that each IDL Approved test center must allocate at least 14 Test for 2 Invigilators.

In order to succeed the ICDSL programs at each islamic Boarding Schools, we will trains Invigilators with the following methodology :

- ❖ Provide special training for the ICDL Invigilators to make sure that they have a capability to become a qualified Invigilators. Training will be held at Al-Zaytun, or at ICDL Indonesia Training center in Surabaya.
- ❖ Provide ICDL core courses to ICDL Invigilators in order for them to receive ICDL Certificates.

2.4.3.2. Materi Bimbingan

The Guidance materials for ICDL Approved test center and its own Invigilators are :

- ❖ Business Plan writing
- ❖ Operation manual for ICDL Approved test center
- ❖ How to operate ICDL program such as teaching learning and Testing
- ❖ 7 modules of ICDL for the Invigilators Certification purposes :

Module 1

Concepts of Information Technology (IT)

HARDWARE

- Hardware
- What is a personal computer?
- Apple computers
- Laptop & palmtop computers
- Features of handheld portable digital devices
- Personal Digital Assistant (PDA)
- Mobile phones (cell phones)
- Media players
- Smartphones
- Parts of a computer
- The CPU
- Memory (RAM)
- ROM-BIOS
- Disks
- The Hard (Fixed) Disk

INPUT/OUTPUT PORTS

- Universal Serial Bus (USB) Port
- Serial Port
- Parallel Port

- Network Port
- FireWire Port

COMPUTER PERFORMANCE

- Factors affecting computer performance
- CPU Clock speed
- RAM size
- Hard disk speed and storage
- Free hard disk space
- De-fragmenting files
- Multitasking considerations
- CPU speeds

MEMORY AND STORAGE

- What is computer memory?
- RAM
- ROM
- ROM-BIOS
- Video (graphics) memory
- Measurement of storage capacity
- Types of storage media
- Internal hard disks
- External hard disks
- CDs
- DVDs
- Recordable CD & DVD drives
- USB flash drives (memory sticks)
- Memory cards
- Network drives and on-line file storage
- Floppy disks (diskettes)

INPUT DEVICES

- Input devices.
- Keyboard
- Mouse

- Scanners
- Tracker balls
- Touch pads
- Joysticks
- Web cams
- Digital cameras
- Microphones

OUTPUT DEVICES

- Output devices
- Traditional computer monitor
- Flat screen computer screens
- Projection devices
- Speakers and headphones
- Speech synthesizers
- Printers
- Different types of printer
- Laser printers
- Colour laser printers
- Inkjet printers
- Dot Matrix printers

INPUT AND OUTPUT DEVICES

SOFTWARE CONCEPTS

- What is software?
- What is an operating system?
- Examples of software applications
- Word processing applications
- Spreadsheets applications
- Database applications
- Presentation applications
- E-mailing applications
- Web browsing applications
- Photo editing applications
- Computer games

- Difference between the operating system and application programs
- Accessibility options
- Voice recognition software
- Screen reader software
- Screen magnifier software
- On-screen keyboard

NETWORK TYPES

- LAN (Local Area Network)
- WLAN (Wireless Local Area Network)
- WAN (Wide Area Network)
- Client/server networks
- Internet
- World Wide Web (WWW) vs. the Internet
- Intranets
- Extranets

DATA TRANSFER

- Downloading from & uploading to a network
- Data transfer rate measurement
- Broadband vs. dial-up Internet connection services
- Internet connection options
- Features of a broadband Internet connection

ICT IN EVERYDAY LIFE

ELECTRONIC WORLD

- What does 'Information and Communication Technology' (ICT) mean?
- Internet services for consumers
- E-commerce
- E-commerce
- Advantages of e-commerce
- Disadvantages of e-commerce
- E-banking

- E-government
- E-learning
- Uses of computer applications in education
- Teleworking
- Some of the advantages of tele-working
- Some of the disadvantages of tele-working

COMMUNICATION

- Electronic mail (e-mail)
- Instant messaging (IM)
- Voice over Internet Protocol (VoIP)
- Really Simple Syndication (RSS) feeds
- Blogging (web logos)
- Podcasts

VIRTUAL COMMUNITIES

- Online (virtual) communities
- Social networking websites
- Internet forums (message boards / discussion boards)
- Chat rooms
- Online computer games
- Publishing and sharing content online.
- Sharing photos, video and audio clips.
- Precautions when accessing online communities

HEALTH

- What is ergonomics?
- Repetitive Strain Injury (RSI)
- Lighting issues when using a computer
- Screen and keyboard positioning
- Seating issues when using a computer
- Wellbeing when using a computer
- Make sure that cables are safely secured
- Make sure that power points are not overloaded

ENVIRONMENT

- Computer recycling options
- Computer energy saving options

SECURITY

IDENTITY/AUTHENTICATION

- Computer logon user name (ID) and password.
- Password policies

DATA SECURITY

- Off-site backups
- Why do you need to back up your computer?
- Organising your computer for more efficient backups
- Complete vs. incremental backups
- What is a firewall?
- Data theft issues

VIRUSES

- Computer viruses
- Computer virus infection issues
- Protecting against computer virus infection
- What to do if you discover a virus on your computer
- The limitations of anti virus software

LEGAL ISSUES

COPYRIGHT

- What is copyright?
- Copyright Issues when copying files

SITE LICENSES

- Checking software licence status
- What is an 'end-user license agreement'?

- Examining the 'end-user license agreement' within Office 2007 software
- Types of licence agreement
- What is shareware?
- What is freeware?
- Open source software

DATA PROTECTION

- Data Protection and Privacy Issues
- Data Protection Legislation

Module 2

Using Windows Vista

A FIRST LOOK AT WINDOWS VISTA

- Vista – Different versions
- Starting Vista
- Moving a window
- Drag and drop
- Select, then manipulate
- Single clicking vs. double clicking
- Viewing your 'computer details'
- Resizing a window, narrower or wider
- Resizing a window, taller or shorter
- Resizing a window in two directions at once
- Maximising a window
- Minimising a window
- Closing a window
- The Start button
- The Start menu
- Running a program using the Start menu
- Entering text into a program
- Saving data
- Opening a file within a program
- Shutting down Windows
- Closing an application that is not responding

THE WINDOWS DESKTOP

- What is the Windows Desktop?
- Desktop icons
- Moving Desktop icons
- Windows Taskbar
- Taskbar clock
- Customising your Desktop
- Customising the Desktop background wallpaper picture
- Customising the Desktop background colour
- Setting a screen saver
- Setting your screen resolution
- Modify the computer date and time
- Setting the computer keyboard language and other regional settings
- Setting the computer sound volume
- The Sidebar and gadgets
- Reordering gadgets
- Closing a gadget

APPLICATIONS

- Running more than one program at a time
- Starting WordPad
- Using Print Screen within WordPad
- Identifying the parts of an application window
- Notepad
- Calculator
- Welcome Centre
- Switching between programs
- The 'Switch between windows' icon
- Using Windows Flip 3D
- Cascading windows
- Displaying windows side by side
- Installing programs
- Removing programs
- Creating and using a Desktop shortcut
- Deleting a Desktop shortcut

- Shutting down an application that has frozen
- Restarting the computer

HELP

- How to get help
- The Help 'Back' and 'Forward' buttons
- Printing a Help topic
- Browsing for Help
- Re-displaying the opening help screen
- Demos

FILES, FOLDERS AND DISKS

- What are files?
- What are folders?
- Types of drive and drive letters
- Running the Windows Explorer program
- Views within the Windows Explorer
- Using the Windows Explorer scroll bar
- Expanding and contracting drives and folders
- Types of Windows Explorer icons
- Drives, Folders and Files
- Data storage devices
- File sizes and disk storage capacities

MANIPULATING FOLDERS

- Navigating to the sample files folder
- Creating a folder
- Creating a subfolder
- Renaming a folder
- Deleting a folder
- Displaying folder details

MANIPULATING FILES

- Viewing file details
- Sorting the file list within the Windows Explorer

- Recognising common file types
- Selecting multiple files
- Counting the number of files, files of a particular type in a folder
- Changing file attribute status
- Renaming files
- Deleting files
- Restoring files and folders from the Recycle Bin
- Emptying the Recycle Bin

COPYING AND MOVING FILES

- The Windows Clipboard
- Moving files between folders
- Copying files between folders
- Backups
- Online Backups
- Backing up data to a removable drive

FILE COMPRESSION

- What is file compression?
- Extracting compressed files
- Compressing files
- Disk formatting

SEARCHING FOR DATA

- Viewing recently accessed files
- Searching for files on your hard disk
- Advanced searching by file size
- Advanced searching by date
- Advanced searching by file content
- Advanced searching using partial file names and specific locations
- Searching for a file using wildcards instead of the full name

VIRUSES, SPYWARE AND COOKIES

- Computer viruses
- Spyware
- Cookies
- Virus checking programs
- Scanning for viruses
- Updating anti-virus programs

PRINTING ISSUES

- Selecting a printer
- Changing the default printer
- Installing a new printer on the computer
- Printing from an application
- Using the Print Manager

Module 3

Using Microsoft Word 2007

THE MICROSOFT WORD 2007 SCREEN

- Starting Microsoft Word 2007
- The Microsoft Word 2007 screen
- The levels of command organisation
- The Office Button
- Ribbon Tabs
- Switching between tabs using the mouse wheel
- Groups
- Dialog box launcher

STARTING TO USE MICROSOFT WORD 2007

- Using the default Microsoft Word document
- Saving Microsoft Word documents
- Opening and closing documents
- Saving your file using a different file name
- Creating a new document
- Using Help within Microsoft Word

- Alt key help
- Closing Microsoft Word
- Saving documents using different formats
- Creating documents using different templates
- Switching between Word Views

MANIPULATING TEXT

- Select, then format
- Selecting text
- Inserting, deleting, undo and redo
- Insert and overtype mode
- Copying text within a document
- Moving (cutting) text within a document

THE CLIPBOARD

- Using the Clipboard
- The Office Clipboard
- Removing items from the Office Clipboard

TEXT FORMATTING

- Font type
- Font size
- Grow Font and Shrink Font icons
- Font size keyboard shortcut
- Bold, italic or underline
- Subscript and superscript
- Case changing
- Highlighting
- Font colour
- Copying text formatting
- Removing formatting
- Using Zoom
- Inserting special characters and symbols

PARAGRAPH FORMATTING

- Paragraph marks
- Soft paragraph (line break) marks
- Good Practice Aligning and indenting text
- Aligning text
- Indenting paragraphs
- Applying single or double line spacing within paragraphs
- Applying spacing above or below paragraphs
- Good Practice: Use paragraph spacing rather than using the Return key
- Applying bullets to a list
- Applying numbering a list
- Modifying bullet and numbering formatting
- Removing bullet or numbering formatting

ADDING BORDERS AND SHADING

- Adding a border
- Modifying your borders
- Adding shading
- Modifying your shading
- Applying borders to selected text

FINDING AND REPLACING TEXT

- Finding and replacing text

TABS

- Tab stops
- Setting and removing tabs
- Viewing tab marks within a document using the Show/Hide icon

STYLES

- Applying styles to a word, line or a paragraph

PAGE FORMATTING

- Page orientation and paper size
- Changing the page size
- Page margins
- Page breaks
- Good practice – Use Page breaks rather than repeatedly pressing the Return key
- Headers and footers
- Page numbering
- Header and footer fields
- Cover pages

TABLES

- Inserting a table
- Navigating within a table
- Selecting and editing text within a table
- Selecting cells, rows, columns or the entire table
- Inserting and deleting rows and columns
- Modifying column width or row height
- Modifying cell borders
- Adding shading to cells
- Modifying cell border width, colour and style

GRAPHICS

- Inserting Pictures
- Inserting Clip Art
- Inserting Shapes
- Inserting SmartArt
- Inserting a chart
- Selecting, resizing and deleting graphics
- Copying or moving graphics

MULTIPLE DOCUMENTS

- Switching between open documents
- Tiling or cascading documents on your screen

- Comparing documents side by side
- Copying or moving selected items between documents

MAIL MERGE

- Starting the Mail Merge Wizard
- Mail Merge Wizard - Step 1 of 6 'Select document type'
- Mail Merge Wizard - Step 2 of 6 'Select Starting document'
- Mail Merge Wizard - Step 3 of 6 'Select recipients'
- Mail Merge Wizard - Step 4 of 6 'Write your letter'
- Mail Merge Wizard - Step 5 of 6 'Preview your letters'
- Mail Merge Wizard - Step 6 of 6
- Creating a mailing list to be used within a mail merge
- Merging a mailing list to produce labels

CUSTOMISATION

- Setting and customising Microsoft Word Options
- Setting the User Name
- Setting the default opening and saving folder

PROOFING AND PRINTING

- The importance of proofing
- Spell checking a document
- Adding words to the built-in custom dictionary
- Removing a word from the spell checking dictionary
- Printing options
- Printing only odd or even pages
- Printing part of a document
- Printing more than one page of a document per printed sheet
- Previewing and printing a document

Module 4

Using Microsoft Excel 2007

A FIRST LOOK AT EXCEL

- Starting the Excel program
- What is the Active Cell?
- The Excel cell referencing system
- Entering numbers and text
- Default text and number alignment
- Adding a column of numbers
- Worksheets and Workbooks
- Saving a workbook
- Closing a workbook
- Creating a new workbook
- Opening a workbook
- Switching between workbooks
- Saving a workbook using another name
- Saving a workbook using a different file type

HELP

- Getting help
- Searching for Help
- The Help 'Table of Contents'
- Printing a Help topic
- Alt key help

SELECTION TECHNIQUES

- Why are selection techniques important?
- Selecting a cell
- Selecting a range of connecting cells
- Selecting a range of non-connecting cells
- Selecting the entire worksheet
- Selecting a row
- Selecting a range of connecting rows
- Selecting a range of non-connected rows
- Selecting a column

- Selecting a range of connecting columns
- Selecting a range of non-connecting columns
- Good practice when creating of editing lists

MANIPULATING ROWS AND COLUMNS

- Inserting rows into a worksheet
- Inserting columns into a worksheet
- Deleting rows within a worksheet
- Deleting columns within a worksheet
- Modifying column widths
- Modifying column widths using 'drag and drop'
- Automatically resizing the column width to fit contents
- Modifying row heights

COPYING, MOVING AND DELETING

- Copying a cell or range contents within a workbook.
- Deleting cell contents
- Moving the contents of a cell or range within a workbook
- Editing cell content
- Undo and Redo
- Copying the contents of a cell or range between worksheets (within the same workbook)
- Moving the contents of a cell or range between worksheets (within the same workbook)
- Moving the contents of a cell or range between worksheets (in different workbooks)
- Copying the contents of a cell or range between worksheets (in different workbooks)
- AutoFill
- Sorting a cell range

SEARCHING

- Searching and replacing data

MANIPULATING WORKSHEETS

- Switching between worksheets
- Renaming a worksheet
- Good practice with naming worksheets
- Inserting a new worksheet
- Deleting a worksheet
- Copying a worksheet within a workbook
- Moving a worksheet within a workbook
- Copying or moving worksheets between workbooks

FONT FORMATTING

- Font type
- Font size
- Bold, italic, underline formatting
- Cell border formatting
- Formatting the background colour
- Formatting the font colour

ALIGNMENT FORMATTING

- Aligning contents in a cell range
- Centering a title over a cell range
- Cell orientation
- Text wrapping
- Format painter

NUMBER FORMATTING

- Number formats
- Decimal point display
- Applying and removing comma style formatting (to indicate thousands)
- Currency symbol
- Date styles
- Percentages
- Applying Percentage formatting to a cell or range

FREEZING ROW AND COLUMN TITLES

- Techniques for freezing row and column titles

FORMULAS

- Creating formulas
- Good Practice: The easy way to create formulas
- Copying formulas
- Operators
- Formula error messages

RELATIVE & ABSOLUTE CELL REFERENCING

- Relative cell referencing within formulas
- Absolute cell referencing within formulas

FUNCTIONS

- What is a function?
- Common functions
- Sum function
- Average function
- Max function
- Min function
- Count function
- The COUNTA function
- The COUNTBLANK function
- What are 'IF functions'?
- Using the IF function

USING CHARTS

- Inserting a column chart
- Inserting a line chart
- Inserting a bar chart
- Inserting a pie chart
- Resizing a chart
- Deleting a chart

- Chart title or labels
- Chart background colour
- Changing the column, bar, line or pie slice colours in a chart
- Modifying the legend fill colour
- Changing the chart type
- Modifying charts using the Layout tab
- Copying and moving charts within a worksheet
- Copying and moving charts between worksheets
- Copying and moving charts between workbooks

CUSTOMISING EXCEL

- Modifying basic Excel options
- Minimising the Ribbon
- AutoCorrect options

WORKSHEET SETUP

- Worksheet margins
- Worksheet orientation
- Worksheet page size
- Headers and footers
- Header and footer fields
- Scaling your worksheet to fit a page(s)

PREPARING TO PRINT A WORKSHEET

- Visually check your calculations
- Displaying gridlines when printing
- Printing titles on every page when printing
- Printing the Excel row and column headings
- Spell checking
- Previewing a worksheet
- Comparing workbooks side by side
- Zooming the view
- Printing options

Module 5

Using Microsoft Access 2007

DATABASE CONCEPTS

- What is a database?
- What are databases used for?
- What is a relational database?
- What is a table?
- What is a record (row)?
- What is a field (column)?
- What is data?
- The difference between data and information
- Data types
- Common uses of large-scale databases
- Database designers, database administrators and database users

A FIRST LOOK AT ACCESS 2007

- Opening Access 2007
- Exploring the Access 2007 window
- The Ribbon (Toolbar)
- Ribbon tabs
- Groups & Dialog Box Launcher
- Navigating - Quick keys (shortcut keys)
- Navigating - Pointer keys & quick keys
- Navigating - Mouse wheel
- Contextual tabs
- Minimising the Ribbon
- Quick Access Toolbar
- The Office Button
- Microsoft Access Help

OPENING A DATABASE & SECURITY ISSUES

- Opening a database
- Security warnings

- Trusted Locations - Trust Centre
- Setting the default folder location within Access

CREATING A DATABASE & USING VIEWS

- Creating a new database
- Creating a new blank database
- Saving a table
- Adding and renaming fields
- Using Datasheet View
- Using Design View
- Changing the view

TABLE MODIFICATION AND NAVIGATION

- Adding Fields - Design View
- Data Type - Overview
- Data Type - Descriptions
- Using the Attachment data type
- Adjusting column width
- Moving a column to rearrange the column order
- Adding records to a table
- Navigating through records within a table
- Navigation Pane

FIELD PROPERTIES, VALIDATION & INPUT MASKS

- Field Properties
- Input Mask
- Validation Rules
- Field Properties - Guides Tables

MANIPULATING RECORDS & TABLES

- Closing an Object - Table
- Renaming an Object - Table
- Editing data within a record
- Deleting data within a record
- Using the Undo command
- Deleting a single record

- Deleting multiple records
- Save As – Database Object
- Deleting a table

PRIMARY KEYS AND INDEXING

- Defining a Primary Key
- Indexing
- Creating a single-field Index
- Creating a multiple-field Index
- Deleting multi-field indexes

FILTERING & SORTING

- Text Filters
- Applying a single filter
- Clearing a single filter
- Creating multiple filters
- Clearing multiple filters
- Sorting

RELATIONSHIPS

- Table relationships
- One-to-many relationship
- Many-to-many relationship
- One-to-one relationships
- Creating relationships between tables
- Referential integrity
- Cascade options
- Cascade update related fields
- Cascade delete related records
- Enabling cascade options
- Deleting relationships

ACCESS 2007 FORMS

- Forms overview
- Creating forms
- Modifying forms
- Modifying a form title
- Modifying a form logo
- Modifying a form label
- Saving a form
- Form View
- Adding and formatting attachments
- Modifying records
- Deleting records
- Adding records
- Closing forms
- Opening forms
- Deleting a form

ACCESS 2007 QUERIES

- What are queries?
- Creating a simple query
- Adding criteria to a query
- Running a query
- Editing criteria in a query
- Saving a query
- Creating a two table query and sorting the results
- What are Wildcards?
- Deleting a query

ACCESS 2007 REPORTS

- What are reports?
- Creating a simple report
- Using the Report Wizard
- Modifying the layout of a report
- Widening a report column
- Modifying the report title

- Adding logos to a report
- AutoFormatting a report
- Modifying field names within a report
- Inserting and formatting the date & time
- Adding available fields to a report
- Resizing reports for printing
- Closing a report
- Deleting a report

ACCESS 2007 PRINTING & EXPORTING ISSUES

- What does exporting data mean?
- What is a spreadsheet format?
- What is text only and CSV format?
- What is an XML file?
- Exporting a table or query output as an Excel spreadsheet using the Export Wizard
- Exporting a table or query output as a text file using the Export Wizard
- Exporting a table or query output as an XML formatted file using the Export Wizard
- Considerations before printing
- Print previewing
- Which orientation, portrait or landscape?
- Adjusting layout in Print Preview
- Setting margins
- Printing a complete table
- Printing selected records
- Printing a query or reports
- Printing forms

Module 6

Using Microsoft PowerPoint 2007

FIRST STEPS WITH PRESENTATIONS

- Opening PowerPoint
- Opening a presentation

- Navigating between slides
- Using the Zoom tool
- Changing PowerPoint views
- Using Help
- Saving a presentation
- Closing a presentation
- Closing PowerPoint
- Opening multiple presentations
- Switching between multiple presentations

CREATING A PRESENTATION

- Creating a new presentation
- Inserting a new slide
- Good Practice when creating slide content
- Undo and Redo
- Saving a presentation
- Saving a presentation using a different name

MANIPULATING SLIDES

- Inserting slides with a particular slide layout
- Modifying the slide layout
- Changing the background colour on the active slide
- Changing background colour on all the slides within a presentation

THEMES

- Applying a theme to a presentation

TEXT BOXES (PLACEHOLDERS)

- What are Text Boxes (Placeholders)?
- Resizing a Text Box (Placeholder)
- Moving a Text Box (Placeholder)

SELECTING, COPYING MOVING, RESIZING AND DELETING TEXT

- Selecting text
- Moving text within a slide
- Moving text between slides within a presentation or between presentations
- Copying text within a slide
- Copying text between slides within a presentation or between presentations
- Deleting text

SEARCHING YOUR PRESENTATION

- Using Find
- Using Replace

FONT FORMATTING

- Font formatting options
- Changing the font type
- Changing font size
- Increasing or decreasing the font size
- Bold, Italic or Underline formatting
- Strikethrough effects
- Shadow effects
- Character spacing
- Changing case
- Font colour
- Clearing all text formatting

PARAGRAPH FORMATTING

- Text alignment
- Columns
- Modifying bullet point formatting
- Using numbering instead of bullet points
- Changing the list level
- Indenting bulleted text
- Line spacing vs. paragraph spacing

- Line spacing
- Paragraph spacing
- Using Outline view
- PowerPoint Presenter Notes
- Text direction
- Text alignment within a Text Box (placeholder)
- Text AutoFit
- Using the Format Painter

TABLES

- Table selection techniques
- Column selection
- Row selection
- Entire table selection
- Creating a table
- Applying a style to a table
- Cell background shading
- Adding table effects
- Adding 'Quick Styles' to selected text
- Applying borders to cells
- Deleting rows or columns
- Inserting rows or columns
- Modifying column width and row height
- Distributing rows and columns

SELECTING, COPYING MOVING, RESIZING AND DELETING ILLUSTRATIONS

- Selecting an illustration
- Moving an illustration
- Copying an illustration
- Deleting an illustration
- Resizing an illustration
- Stretching an illustration
- Copying illustrations between presentations
- Moving illustrations between presentations

INSERTING ILLUSTRATIONS

- Inserting Illustrations within PowerPoint
- Inserting pictures
- Inserting Clip Art
- Inserting Shapes
- Inserting text into a shape
- Inserting perfect circles or perfect squares
- Inserting a line
- Inserting a free drawn line
- Inserting an arrow
- Inserting a text box
- Inserting SmartArt
- Inserting Charts

FORMATTING SHAPES

- Formatting the shape background fill colour style
- Formatting the shape line weight and style
- Formatting the shape line colour
- Applying a shadow to an illustration
- Modifying arrow line shapes and size
- Rotating or flipping an illustration
- Rotating illustrations by dragging with the mouse
- Layering illustrations to the front or back
- Aligning graphics relative to each other or relative to the slide
- Aligning shapes relative to the left of a slide
- Aligning shapes relative to the center of a slide
- Aligning shapes relative to the right of a slide
- Aligning shapes relative to the top of a slide
- Aligning shapes relative to the bottom of a slide
- Grouping and ungrouping objects

FORMATTING CHARTS

- Changing the chart type
- Changing the background colour in the chart

- Changing the column, bar, line or pie slice colours in the chart
- Chart title manipulation
- Adding data labels to a chart

ORGANISATION CHARTS

- What is an organisation chart?
- Creating an organisation chart
- Adding labels to items within an organisation chart
- Adding a co-worker to an organisation chart
- Adding a subordinates within an organisation chart
- Adding a manager within an organisation chart
- Removing an item from an organisation chart

MOVING, COPYING AND DELETING SLIDES

- Moving slides within a presentation or between presentations
- Copying slides within a presentation
- Deleting a slide or slides
- Copying slides between presentations
- Moving slides between presentations

SLIDE MASTERS

- What is a slide master?
- Inserting a picture (clipart) into a master slide
- Inserting an image (from a file) into a master slide
- Inserting a drawn object (shape) into a master slide
- Removing a graphic from a master slide
- Creating a footer
- Automatic slide numbering

SLIDE SHOWS

- Running a slide show
- Slide show transition effects
- Slide show animation effects

- Modifying slide show animation effects
- Hiding slides
- Displaying hidden slides

PRINTING AND PROOFING

- Spell-checking
- Using Portrait or Landscape slide orientation
- Selecting your output format
- Visually inspect each slide before printing
- Printing a presentation

CUSTOMISING AND COMPATIBILITY ISSUES

- Modifying PowerPoint options
- Compatibility issues when saving a presentation
- Other file types you can use for saving a presentation
- Saving a presentation as a template
- Creating a new presentation based on a customised template

Module 7

Using Microsoft Office 2007

INTERNET TERMINOLOGY AND CONCEPTS

- World Wide Web (WWW) vs. the Internet
- URL (Uniform Resource Locator)
- Hyperlinks
- ISP (Internet Service Provider)
- Web sites and URLs
- Structure of a Web Address
- Web Browser
- Podcasts

USING INTERNET EXPLORER

- Opening the Microsoft Internet Explorer program
- Entering a URL into the Address Bar

- Minimizing, maximizing, restoring and closing icons
- Zoom
- Hyperlinks
- Navigating through Web sites
- Back and Forward buttons
- Forcing a Web page to display within a new window
- Forcing a Web page to display within a new tab
- Switching between tabs
- Quick Tabs
- Tab List
- Closing a tab
- Stop button
- Refreshing Web pages
- Really Simple Syndication (RSS) feeds
- Internet Explorer icons
- Copying a picture from a Web site page
- Saving a picture on a Web page as a picture file
- Copying a Web address (URL) to a document
- Saving a Web page
- Downloading files from a Web page
- Adobe Acrobat files

SEARCHING THE WEB

- Search Engines
- Searching using Instant Search
- Searching using the Address Bar
- Adding new search engines
- Temporarily changing the search engine
- Changing the default search engine
- Using keywords and phrases
- Don't use a single search word!
- Searching using specific words
- Searching using an exact phrase
- Searching by excluding a word(s)
- Searching by date
- Searching by file format
- Online encyclopaedias

- Online dictionaries

GETTING HELP WITHIN INTERNET EXPLORER

- Displaying Help
- Help Demos
- Browsing for Help
- Printing Help sheets

CUSTOMIZING INTERNET EXPLORER

- Setting your Home Page (starting page)
- Visiting the Home Page
- Setting multiple Home Pages
- Revisiting Web pages via the address bar
- Displaying your viewing history
- Deleting a history item
- Deleting the entire browsing history and temporary files
- Customizing history options
- Internet cache
- Emptying the cache and deleting temporary Internet files
- Adding a Web page to your favourites
- Opening a favourite (bookmark)
- Creating a new favourites folder
- Moving a favourite to a folder
- Renaming a bookmark
- Deleting a bookmark
- Adding a Web page to a specified bookmark folder
- Deleting a favourites folder
- Toolbars
- Disabling picture display
- Setting your default browser
- Installing Add-ons

FEEDS

- What are feeds?
- Viewing Web pages containing feeds

- Subscribing to feeds
- Viewing subscribed feeds
- Unsubscribing from Feeds

SECURITY ISSUES

- Internet security & password logons
- Risks associated with online activity
- Parental control options
- Submitting & resetting Web based forms
- Protected sites
- Digital certificates
- Encryption
- Secure web sites and https
- Viruses & Virus checkers
- Malware & Spyware
- Worms & Trojans
- Spam
- Fraud
- Firewall
- Pop-Up blocking
- Turning off popup blocking
- Cookies
- Information Bar
- Phishing Filter
- Parental Filtering
- Windows Update

INTERNET EXPLORER - PRINTING ISSUES

- Previewing Web pages
- Page Setup - Orientation, paper size and page margins
- Printing the entire Web page
- Printing a selected area on a Web page
- Printing specific page(s)
- Printing a number of copies

A FIRST LOOK AT OUTLOOK

- Starting Outlook
- The Microsoft Outlook Screen
- Help and Outlook Demos
- Printing help sheets
- Microsoft Outlook Navigation Pane
- Microsoft Outlook Standard Toolbar
- Displaying or hiding toolbars
- Quick way of displaying / hiding toolbars
- Closing Outlook

TERMINOLOGY & CONCEPTS

- The structure of an email address
- The advantages of using email
- Netiquette
- Spam or Unsolicited Email
- Viruses
- Phishing
- Digital signatures
- SMS (short message service)
- Voice over Internet Protocol (VoIP)
- Benefits of VoIP
- Instant messaging (IM)
- Benefits of IM
- Online (virtual) communities
- Social networking websites
- Internet forums
- Chat rooms
- Online computer games

SENDING MESSAGES

- Creating and sending your first email
- Checking that your email was sent
- Sending emails to more than one person at a time
- Receiving emails

- Sending a copy of a message to another address
- What is a blind carbon copy?
- Using blind carbon copy
- Setting the message subject
- Spell checking your message
- Attaching a file to a message
- Removing an inserted file from an email
- Issues when sending file attachments
- Setting message importance (message priority)
- Setting message sensitivity
- Saving a draft copy of an e-mail

RECEIVING, READING AND REPLYING TO MESSAGES

- The Inbox Folder
- Opening the Inbox folder
- The Inbox Screen
- Selecting a message
- Message Status icons
- Reading a message
- Switching between open Message windows
- Forwarding a message
- Opening or saving an attached file
- Replying to the sender of a message
- Replying to the sender and all recipients of a message
- Setting message reply options so that the original message is inserted, or not inserted
- Printing a message
- Previewing a message before printing
- Printing Options

MANIPULATING TEXT AND FILES

- Selecting a word within the Message window
- Selecting a line within the Message window
- Selecting a paragraph within the Message window
- Selecting all text within the Message window
- Selecting text using the mouse

- Copying text to the Clipboard from a message
- Pasting text from the Clipboard into a message
- Copying text from one message to another
- Cutting text to the Clipboard from a message
- Moving text from one message to another
- Copying text from another application into a message
- Deleting text in a message
- Deleting text to the left of the insertion point
- Deleting text to the right of the insertion point
- Deleting an attached file from a message

CONTACTS

- What are contacts?
- Opening the Contacts folder
- Creating a contact
- Adding the sender of a message to contacts
- Addressing an email to a contact
- Deleting a contact
- What is a distribution list?
- Creating a new distribution list
- Adding an email address to a distribution list
- Removing an email address from a distribution list
- Sending an email to a distribution list

ORGANISING MAIL

- Searching for a message
- Searching for messages by sender, subject or content
- Creating a new mail folder
- Moving a message to a different folder
- Deleting a mail folder
- Sorting the contents of the Inbox
- Deleting a message
- Opening the 'Deleted Items' folder
- Restoring a message from the 'Deleted Items' folder
- Emptying the 'Deleted Items' folder

- Automatically emptying the 'Deleted Items' folder when you exit Outlook
- Flagging a message
- Removing a flag mark from a mail message
- Identifying an e-mail as read, unread
- Marking a message as unread
- Marking a message as read

CUSTOMISING SETTINGS

- Adding an Inbox heading
- Removing an Inbox heading
- Resetting the Inbox headings

2.5. Partners

To succeed the ICDL program implementation as stated on this Conceptual framework. Yayasan Pendidikan Indonesia will share with the following Institutions:

- Ministry of National Education
- Ministry of Religious Affairs
- Ministry of Man Power
- Government and Private owned enterprices
- European Computer Driving Licence (ECDL) Foundation.
- International Chaity Organization

2.6. Educational Equipments

The educational equipments needed to implement the ICDL program at each Islamic Boarding Schools:

- Teaching and Learning facilities such as Computer lab, to facilitate ICDL candidates
- Uptodate ICDL Coursewares as recommended by ECDL Foundation following the lates development of ICDL modules

- Transportation facilities and other accreditation process equipments

2.7. Evaluation and follow up of the Program

Evaluation and follow up of the program implementation :

A. Implementation program evaluation

- Continue evaluation and guidance of 1000 Islamic Boarding Schools.
- ICDL Invigilator evaluation
- ICDL Coursewares evaluation
- ICDL Test Systems installation evaluation
- Implementation program evaluation at all available Islamic Boarding Schools (ICDL ATC)

B. Follow up

- Submitting the Certificate of Accreditation to the all available ATC (Islamic Boarding Schools)
- ICDL Program socialization by the islamic Boarding Schools to their own target market
- Implementation of training and test as scheduled by the islamic Boarding Schools
- Coninuing guidance by ICDL Indonesia to each Islamic Boarding Schools during the contract periode
- Annual auditing by ICDL Indonesia to make sure that each islamic boarding School still well qualified to run ICDL program.

2.6. The successfull indication

- The program implemantation successfull if all available nominated Islamic Boarding Schools (1000 units) meet the ICDL requirements

- All of the available nominated Institutions accepted as ICDL Approved test centers.
- All available Invigilators passed the ICDL Certification test and received the ICDL Certificates as requested by ECDL Foundation
- All available Islamic Boarding Schools can running well the ICDL program and can increase the digital Literacy awarness of its community members
- All available ICDL Approved test center can market the ICDL program, then receive revenue, so they can pay back theri own ICT investment
- All availabel ICDL alumni from islamic Boarding Schools can be distribute to the International or local workplaces or continuing their higher Education

Chapter III

FUND AND FUND SOURCES

1.3.Funding and Fund resources

The total estimated cost of the ICDL implementation program for 1000 Islamic Boarding Schools is Rp. 34,200,000,000,- with the following estimation:

Accreditation cost @Rp. 5.000,000	Rp. 5,000,000,000,-
ICDL Module cost @Rp.175,000 x 2x 10 x 1000	Rp. 3,500,000,000,-
1000 Invigilator training @ 3.050,000	Rp. 6,100,000,000
ICDL test cost	Rp. 19,600,000,000,-
Amount	Rp. 34.200.000,000,-

Expected fund resources :

- Yayasan Pendidikan Indonesia (YPI Foundation)
- Ministry of National Education
- The responsible Ministries
- Public and Private owned Entreprises
- Charity organization locally or Internationally

The most important financial recourse is the Block Grant fund allocation from the ministry of National Education, as mandated by the Indonesian Constituion.

3.2. Program Executor

The main program executor of the ICDL program implementation at 1000 Islamic Boarding Schools is :

1. YAYASAN PENDIDIKAN INDONESIA (YPI Foundation as ICDL Indonesia Licensee addressed at:
 - Apartment Puri kemayoran Blok HB II kemayoran jakarta as the head Office Indonesia barat.

- dan Jalan Darmo kali N0.1 B Surabaya as branch office for East Indonesia.

Responsible Team work:

Board of Advisors

Drs. Faisal Madani MSc.ED
Drs. Alim Mukmin Tanjung,SH

Masnaging Director

MYR Agung Sidayu
Chairman ICDL Indonesia
Licensee

Finance Manager
Tehnickal operator

Drs.Taufan Berliano Ramadhani

Accreditation tewm work

AR Dotokusumo
ICDL Indonesia team work

Chapter 5

CONCLUSSION

The implementation steps of the ICDL program at 1000 Indonesian Islamic Boarding Schools will be implemented step by step as scheduled. And we hope that the Certificate of Accreditation will be submitted by the President of the Republic Indonesia Dr. Haji Susilo bambang Yodhoyono at the Presidential Palace in the Capital of Indonesia Jakarta. And we try to do our best to invite International Government and Non Govenmental leaders to attend the above ceremony

Finally we believe that the ICDL program implementation at 1000 Islamic Boarding Schools will increase Innovation awareness of the whole available Islamic Boarding Schools and the final result is no more fundamentalist or terrorist from the Islamic Boarding Schools.

In God we trust

3.4. Funda allocation

NO	Activities	Volume	Price	Amount	SUMBER DANA
1	Accreditation proces a. Accreditation implementation	1000 Pesantren	Rp. 5,000,000	5000,000,000 ¹	YPI Foundation
2	Test cost a. Test purchase 20 x 7 x 1000	140,000 test	Rp. 980,000	19,600,000,000,-	Donor
3	Courseware cost a Courseware purchase 20,000	20,000	Rp. 175,000	3,500,000,000 ²	Donor
4	Invigilator test training	2000	Rp. 3,050,000	6,100,000,000 ³	Donor
TOTAL AMOUNT				34,200,000,000	

¹ Funding by Yayasan Pendidikan Indonesia (YPI Foundation)

² Funding expected from Ministry of National Education or the related Minsitires

³ Invigilator training will be implemented after each Islamic Boarding School formally become ICDL Approved test.