

# ECDL Advanced Word Processing

## Take your IT Skills Further With the ECDL Advanced



The ECDL Advanced is an internationally recognized qualification that proves you are an expert user of IT software. The ECDL Advanced is recognized in over 150 countries worldwide, meaning you can travel and your qualification will still be accepted.

Benefits of achieving an ECDL Advanced certificate:

- **A natural progression for those who have achieved the ECDL qualification**
- **Evidence your IT skills with an advanced certificate**
- **Enhance your career prospects**
- **Flexible learning , study for one unit or all four**

**Places are limited, book yours today!**  
**Call: 02920 440010**

# Take your skills to the next level....

**This unit is delivered by a tutor over 4 days spread over 4 weeks, there are 3 days of learning with the fourth set aside for exam preparation and practise papers.**

## **Content: Day 1**

### **AM**

- **Animating Text and using Text Effect options**
- Using Automatic Text Correction and Text Entry Options
- **Apply Automatic Text Formatting Options**
- Using Text Wrapping and Orientation Options
- **Using the Text Design Gallery Options**
- Using Paragraph/Page Border and Shading Options
- **Create and Modify Paragraph Styles**
- Using Outline Options
- **Change formatting layout options in a template and deleting a template**
- Create a new template based on an existing document or template



### **PM**

- **Add or remove text comments**
- Edit text comments
- **Highlight options to track changes in a document**
- Accept or Reject changes in a document
- **Creating a Master document and Sub documents within a Master document**
- Add or Remove a Sub document within a Master document
- **Creating, Modifying, Updating and Formatting a Table of Contents**
- Creating and Deleting section breaks

**Book Now**

**02920 440010**

**training@ecomlearning.co.uk**

# Become an expert user....

## Content: Day 2

### AM

- **Create and Modify multiple column layouts**
- Modify column width, spacing and Insert, Delete column breaks
- **Use a Hyperlink and understand the purpose of Hyperlinks**
- Add or Delete a Bookmark
- **Create or Edit an Index**
- Create or Delete a Cross - Reference
- **Insert, Edit, Update or Delete a Field Code**
- Lock or Unlock a Field



### PM

- **Create, Delete or Modify footnotes and endnotes**
- Modify, Format and positioning of footnotes or endnotes
- **Add and Remove password protection from a document**
- Use Merge and Split cell options in a Table
- **Convert tabbed text into a Table**
- Sort Data in a Table
- **Perform calculations in a Table**
- Create and Edit a Form
- **Use Form Field options**
- Delete Fields in a Form
- **Protect a Form**

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**£465 + VAT**

**For Start Dates:**

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# Become an expert user....

## Content: Day 3

### AM

- Modify column width, spacing and Insert, Delete column breaks
- **Insert, Edit, Move, Re-Size, Layout options and Deletion of Text Boxes**
- Importing Text into a Text Box, Applying border and shading options in Text Boxes
- **Linking Text Boxes and Changing Text to Text Boxes**
- Create and Modify an embedded worksheet in a document
- **Create a Chart from a Table or pasted worksheet data in a document**
- Modify the formatting of a Chart created from a Table or pasted worksheet data in a document
- **Position a Chart in a Document**
- Modify image borders, Editing Graphics and Creating a drawing using drawing options
- **Use pre-defined shapes and send the shapes back, forward, in front of and behind text Group or Ungroup pre-defined shapes**
- Adding a Watermark to a document



### PM

- **Add or Update a caption to an image, table**
- Apply a numbered caption to an image, figures, table or worksheet
- **Use automatic caption options**
- Edit a Mail Merge data source or data File
- **Sort Data Source or Data File Records**
- Merge a document with a data source or data file using a given merge criteria
- **Record, Copy and Run a Simple Macro**
- Assign a macro to a custom button on a toolbar
- **Print Odd and Even number pages only**
- Print a defined selection
- **Print a defined number of pages per sheet**

# Enhance your career prospects....

## Content: Day 4

### AM

- **Practise Quiz**
- Revision Questions

### PM

- **Tutor Directed Exam Practise Paper**
- Practise Paper Under Exam Conditions
- **Final Test**



## Testing

Your final test will be 1 hour in length and will consist of 20 questions. The test will take place either at the end of your 4th day or you can book a day of your choice beyond the 4th day.

In the unlikely event you should fail to achieve the required pass mark, re-sits are available and revision support is available from your tutor.

Note: Pass rates are higher if the test is taken immediately following the 4th day.

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# Becoming an ECDL expert

## Something extra...

If you complete all four ECDL Advanced units you will receive a free **ECDL Expert certificate**.

As an ECDL Expert you will not only receive a certificate which shows that you are a specialist in a wide range of applications, but also you will be eligible to become an Associate member of the British Computer Society and be able to put the letters AMBCS after your name.

## Becoming a BCS member

When you become a member of BCS, you become a member of the UK's leading body for IT professionals and become eligible for a range of benefits such as career development and support, access to a network of IT professionals and groups and a wealth of IT industry information. On completion of all 4 units, you will also be eligible to apply for Associate membership of the BCS with **20% discount** off your first year (*upon agreement to the BCS Code of Conduct*).



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