

ECDL Advanced Word Processing (Word)

Module Goals

Advanced Word Processing requires the candidate to use the word processing application to produce advanced document outputs. The candidate shall be able to:

- Apply advanced text, paragraph, column and table formatting. Convert text to a table and vice versa.
- Work with referencing features like footnotes, endnotes and captions. Create tables of contents, indexes and cross-references.
- Enhance productivity by using fields, forms and templates.
- Apply advanced mail merge techniques and work with automation features like macros.
- Use linking and embedding features to integrate data.
- Collaborate on and review documents. Work with master documents and subdocuments. Apply document security features.
- Work with watermarks, sections, and headers and footers in a document.

Module Chapters

1. Formatting
2. Referencing
3. Enhancing Productivity
4. Collaborative Editing
5. Preparing Outputs

Additional Course Information

Estimated learning time: 45 hours

Versions available: 2003, 2007, 2010, 2013, 2016

Software needed: Microsoft Office Professional

Examinations: 1 hour, mock test available

Support available through video demonstrations, email, inhouse 1-2-1s and via phone.

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Progression Options

Certificate IT User Skills (ECDL Advanced) - all 5 advanced modules.

ECDL Advanced Spreadsheets

ECDL Advanced Presentations

ECDL Advanced Databases

ECDL Advanced Improving Productivity

Microsoft Office Specialist

Microsoft Office Specialist Expert

Microsoft Office Specialist Master



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