

ECDL Advanced



♦ Course Aim

This advanced course is aimed at clients who have already achieved ECDL certification and wish to advance their skills to a higher level. This will involve more extensive use of the functions of each application and performing more complex tasks. This advanced course has 4 modules, Word Processing, Spreadsheets, Databases and Presentations. Each module has an on-line certified exam. On successful completion of all 4 exams, ECDL Advanced Certification is awarded. ECDL Advanced is designed specifically for people wishing to advance their IT skills and enhance their career prospects.

The ECDL Advanced consists of 3 components – a syllabus, a skills card and a question test base, all leading to the Advanced European Computer Driving Licence.



♦ Contents & Syllabus

Advanced Word Processing requires the candidate to use the word processing application such as Microsoft Word 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.

Advanced Spreadsheets requires the candidate to use the spreadsheet application to produce advanced spreadsheet outputs. The candidate shall be able to:

- Apply advanced formatting options such as conditional formatting and customised number formatting and handle worksheets. Use functions such as those associated with logical, statistical, financial and mathematical operations.
- Create charts and apply advanced chart formatting features.
- Work with tables and lists to analyse, filter and sort data. Create and use scenarios.
- Validate and audit spreadsheet data.
- Enhance productivity by working with named cell ranges, macros and templates.
- Use linking, embedding and importing features to integrate data.
- Collaborate on and review spreadsheets. Apply spreadsheet security features.

Advanced Database requires the candidate to understand key database concepts and use a relational database applications to create an advanced database structure and outputs. The candidate shall be able to:



- Understand key concepts of database development and usage.
- Create a relational database using advanced table creation features and complex relationships between tables.
- Design and use queries to create a table, update, delete and append data. Refine queries using wildcards, parameters and calculations.
- Use controls and sub-forms to enhance forms and improve functionality.
- Create report controls to perform calculations. Create sub-reports and enhance report presentation.
- Enhance productivity by working with macros and use linking and importing features to integrate data.

Advanced Presentation requires the candidate to understand presentation planning and design considerations and use the presentation application to produce advanced presentation outputs. The candidate shall be able to:

Understand target audience and venue considerations in presentation planning.

- Create and modify templates and format slide backgrounds.
- Enhance a presentation using built-in drawing and image tools.
- Apply advanced chart formatting features and create and edit diagrams.
- Insert movies and sound and apply built-in animation features.
- Use linking, embedding, importing and exporting features to integrate data.
- Work with custom slide shows, apply slide show settings, and control a slide show.

The tests in these modules do not have to be taken in any specific order.

When a candidate registers on an Advanced ECDL programme, they receive a Skills Card for each of the Advanced modules on which their progress is recorded. When you have successfully completed the exam an Advanced European Computer Driving Licence (AECDL) is awarded.

📌 **Client Profile**

It is important that each client has previous experience and ideally has completed the ECDL Core Programme.

📌 **Course Modules**

- Word Processing - Microsoft Word - ECDL Advanced
- Spreadsheets - Microsoft Excel - ECDL Advanced
- Databases - Microsoft Access - ECDL Advanced
- Presentations - Microsoft Powerpoint - ECDL Advanced

📌 **Course Location:**

Killarney | Macroom | Cork City

📌 **Course Duration:**

approx 60 hours - night class or

approx 25 hours one - one training or 15 hours per module excluding exams