

European Computer Driving Licence ECDL Advanced



If you have completed your ECDL and want to progress your skills or if you are already a 'power user' - ECDL Advanced is the qualification for you.

ECDL Advanced will allow you to demonstrate your higher level computer skills; you can show employers that you are confident, competent and efficient in a range of applications.

You can take any of the modules individually to receive an ECDL Advanced certificate in that application or, if you complete all of the modules, you will receive an additional ECDL Expert certificate showing that you are truly expert in computer use!

Module AM3 Word Processing

The candidate shall be able to produce advanced word processing outputs, illustrating sophisticated typographical, formatting and layout presentations, including tables, forms or graphics. The candidate shall be able to use tools such as macros and to carry out more advanced mail merge operations within the word processing application.

- Editing
- Layout
- Document Organisation
- Document Elements
- Special Tools
- Printing

Module AM5 Databases

The candidate shall be able to use the database to organise; extract, view and report on data using what are deemed to be advanced data management skills. The candidate shall understand the variety of ways that data can be related and organised. In addition the candidate shall be able to run and record simple macros and to import, export and link data.

- Table Design
- Query Design
- Form Design
- Report Design
- Macros
- Import, Export & Link Data

Module AM4 Spreadsheets

The candidate shall be able to edit and enhance numeric, text and graphical data and to sort, query and link data. The candidate shall be able to carry out advanced formatting and presentation operations on charts and graphs. The candidate shall be able to use functions such as those associated with logical, statistical or mathematical operations. The candidate shall be able to use available analysis and audit tools and to run and record simple macros.

- Document Management
- Data Handling
- Functions
- Analysis
- Special Tools

Module AM6 Presentation

The candidate shall be able to realize much of the potential of the presentation tool and produce outputs using advanced formatting and layout techniques and the use of multimedia effects. The candidate shall be able to create advanced charts / graphs and be able to enhance the presentation by using drawing and image tools to modify drawn objects and images. The candidate shall also be able to create and use macros within the presentation application.

- Design Considerations
- Slides
- Pictures, Image & Drawn Objects
- Charts / Graphs
- Multimedia
- Managing Presentations
- Relating Information
- Macros



interalia

Borders Learning Centre

Interalia, Etrick 26 High Street, Hawick TD9 9EH
t 01450 377726 f 01450 375540
e info@interalia-uk.com w www.interalia-uk.com