

## ECDL Advanced Presentations (Exam ONLY)

### Level 3 certificate

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.

If you regularly use a spreadsheet application and need to know how to create complex slideshows or use advanced tools then ECDL Advanced Presentations will give you the knowledge and skills you need.

#### ***"Learn how to ..."***

- *Understand how room and audience size and lighting etc. impacts on planning for a presentation. Understand how audience demography and knowledge of subject requires the need to deliver the message differently.*
- *Use of text and graphics, ensuring there is a consistent design to enhance clarity. Awareness of issues with fonts and colours, such as colour blindness.*
- *Create presentation with background, logo etc. Insert pictures and images, change position or layout of pictures. Omit background graphics from a slide. Apply 3D effects, shadows, background fill colours, textures and patterns. Crop, resize, rotate, flip an image. Convert and image to greyscale or black and white format.*
- *Create and change a chart or graph. Create and edit a flowchart.*
- *Insert sounds and movies with entry animation. Introduce animated objects, animate chart elements and dim bullet points.*
- *Insert navigation to slides, presentations and URL 's. Apply and edit timings. Create a customised slide show.*
- *Link, modify and update text or data from a document or spreadsheet.*
- *Create and run a macro. Assign a macro to the toolbar.*

During your course you will be expected to study either at home/work or during the available self-study sessions at the centre. As part of the course you will also need to attend specific tutor guided sessions for personal tuition, feedback and support which are available 3 times per week (*times and availability detailed overleaf*).

The course includes:

- ✧ ***Self directed learning***
- ✧ ***Email tutor feedback and support***
- ✧ ***Mock tests and extra learning resources available***

## **FAQ**

***Where do I go?*** Kirkley Centre, Room 1

***When can I start?***

*(A 30 minute initial interview will need to be arranged before enrolling).*

- ***Tutor workshops:*** Monday 2 pm to 4 pm  
Tuesday 11 am to 1 pm and 7 pm to 9 pm  
Wednesday 9 am to 11 am
- ***Self study sessions:*** Monday 9 am to 4 pm  
Tuesday 9 am to 4pm and 6pm to 9 pm  
Wednesday 9 am to 4 pm  
Thursday 9 am to 4 pm  
Friday 9 am to 1 pm

***How much is it going to cost me?***

*Full course: £50 (£32 registration, £18 exam fee)*

*This includes free practice exams.*

*All fees are payable in full prior to start of course/module.*

***Do I need to bring anything with me?*** Notepad and pen.