

## ECDL Advanced Word Processing (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 word processing application and need to know how to create complex documents or use advanced tools then ECDL Advanced Word Processing will give you the knowledge and skills you need.

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

- *Use text effects such as subscript and superscript, animated text, different orientation and text wrapping*
- *Use automatic text formatting and correction, using and creating macros and field codes, creating advanced mail merges, automated captioning*
- *Create templates and master documents, inserting tables of contents, using sections and columns*
- *Create bookmarks and indexes, using footnotes and endnotes*
- *Create forms, text boxes and tables*
- *Create simple drawings and using drawing and image tools*
- *Insert/embed Spreadsheet data and charts*

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.