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Introduction to

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Microsoft Word

Tutorial -

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Advanced Word

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Software

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Processing that

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contact the Test

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undertake

diagnostic/mock

tests before

sitting for

tests. The

sample tests

(.zip) are being

provided for

revision

Access PDF Ecdl Advanced Word Processing and to familiarise the candidate with typical test questions.

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Module - Word
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Description

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and ICS Skills.

This training
guide has been

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written specifically for
the ECDL unit
Advanced Word

Processing

Software (BCS

ITQ level 3,

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Each exercise

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extend your

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Software (BCS
ITQ L3), Word
2013*

Advanced Word
Processing This
module sets out
advanced skills
that can be used
to produce

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Advanced Word

Processing

documents,
enhance outputs,
and improve

productivity,

when using a
word processing
application.

Module Goals

Successful
candidates will
be able to:

Apply advanced
text, paragraph,

Access PDF Ecdl
Advanced Word
Processing
column and table
formatting.
Maintain a
consistent
design through

ECDL MODULE

ADVANCED WORD

PROCESSING - BCS

ECDL Advanced

ECDL for power

users (experts)

There are 4

Advanced modules

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and you can get
an ECDL Advanced
Certificate for
each of them. If
you pass all 4
Advanced modules
you will earn
the certificate
ECDL Advanced

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Word 2016 Bcs
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The ECCL 3

Advanced Modules
are: Advanced
Word Processing
- In this module
candidates can
demonstrate
their ability to
use the advanced
features of Word

Access PDF Ecdl Advanced Word Processing

applications to enhance their work, improve productivity, create advanced and unique documents and save time.

Completion of this module will enable candidates to demonstrate

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Advanced Word
Professionalism
and save time in
the creation,
production,
review, and
distribution of
documents.

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- Online ECDL
Advanced ...*

The ECDL
Advanced

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Advanced Word

programme

consists of four
modules:

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Processing;

Advanced

Spreadsheets;

Advanced

Database;

Advanced

Presentation;

The ECDL

Advanced modules

give candidates

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Processing
Software Using
Word 2016 Bcs
the opportunity
to become expert
in the use of
these

applications,
acquiring skills
sets over and
above the
routine features
of the software.
Benefits of ECDL
Advanced

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ECDL Advanced
allows learners
to develop their
existing skills
and expertise to
support

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3) Presentation

software (Level

3) Spreadsheet

software (Level

3) Word

processing

software (Level

3) Evidence

record sheet.

Improving

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Advanced Word
productivity
using IT (Level
3)
Word 2016 Bcs

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BCS - The
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Institute for IT*
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and ICS Skills.
This training
guide has been
written
specifically for

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the new ECDL

unit Word

Processing

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ITQ level 1,

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Each exercise

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designed to

gradually build

up your

knowledge of

Microsoft Word

using a simple,

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Processing

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The Documents
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module covers
the concepts and
skills needed to
produce complex
documents. It

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Processing areas
such as creating
long reports,
formatting
documents so
they are
attractive and
easy to read,
structuring
information and
creating
templates, as
well as
improving

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Advanced Word
productivity.

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Documents
Word 2016 Bcs
(Advanced) –

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ECDL levels 1
and 2 cover all
of the
prerequisites of
this course.

(The ECDL
Essential (level
1) and Extra
(level 2) can be

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Processing).
found here).

Word processing.

With this unit,
learners can

demonstrate

their ability to

use the advanced

features of word

processing

applications to

enhance their

work, improve

productivity and

save time.

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high level. You

will develop

advanced word

processing

skills to format

text and tables,

work with

referencing

features and

create tables of

contents.

Level 3

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IT user skills
(ECDL Advanced)*
ECDL Advanced is
administered in
the UK by the
British Computer
Society (BCS)
and is
recognised
throughout
Europe and much
of the rest of
the world. It

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covers Microsoft

Office software

(Word, Excel,

Access and

PowerPoint)

along with

Windows and

Internet

Explorer, which

will be used for

testing.

European

Computer Driving

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Module From ICS

Skills May 8th,

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