



ECDL
Advanced



ICDL
Advanced

ECDL / ICDL Advanced

Taking your computer skills to the next level.

ECDL / ICDL Advanced is a higher-level programme designed for those who have successfully reached ECDL / ICDL skills levels and wish to further enhance their computer skills.

Introduced as a result of market demand, ECDL / ICDL Advanced is one of the fastest-growing certification products in the ECDL Foundation range.

ECDL / ICDL Advanced covers the following modules:

- Advanced Word Processing
- Advanced Spreadsheets
- Advanced Database
- Advanced Presentation

Each Advanced module has been designed as a stand-alone certification in each respective area and Candidates who successfully complete a module will be certified as Advanced users in that application.

Candidates who choose to complete all four Advanced modules are awarded with the new ECDL / ICDL Expert certification, signifying expert-level competence.

The ECDL / ICDL Advanced modules give Candidates the opportunity to become expert in the use of these applications, acquiring skills sets over and above the routine features of the software.

ECDL / ICDL Advanced Candidates can demonstrate that they are:

- Organised and efficient
- More productive
- Capable of confidently exploiting the full potential of the applications.
- Expert at producing attractive, professional-quality outputs.

The benefits of the ECDL / ICDL Advanced certifications:

- Internationally-recognised qualifications.
- Demonstrate certified skills.
- Vendor-neutral (i.e. applicable to all brands of the relevant software).
- Backed by the reputation of the ECDL Foundation.

The syllabus has been designed to be task-based, rather than function-based, so that Candidates acquire the skills required to accomplish advanced tasks with the application rather than simply learning the functions of one software brand.



ECDL / ICDL Advanced Word Processing

The main areas covered in the ECDL / ICDL AM3

Advanced Word Processing Syllabus are:

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

ECDL / ICDL Advanced Spreadsheets

The main areas covered in the ECDL / ICDL

AM4 Syllabus are:

- Editing
- Data Handling
- Functions
- Analysis
- Special Tools

ECDL / ICDL Advanced Database

The main areas covered in the ECDL / ICDL

AM5 Syllabus are:

- Table Design incorporating relationships
- Query Design
- Form Design
- Report Design
- Macros
- Import, Export and Link Data

ECDL / ICDL Advanced Presentations

The ECDL / ICDL AM6 certification covers advanced

presentation features that will allow you to use the

presentation application to its full potential. The syllabus

covers the following areas:

- Design considerations
- Slides
- Pictures, Images and Drawn Objects
- Charts/Graphs
- Multimedia
- Managing Presentations
- Relating Information

