

ECDL Advanced – Syllabus 2

ECDL Advanced is a Level 3 qualification that delivers certification in four modules of the Advanced ECDL. Taking all four Advanced Modules and holding the Improving Productivity Level 3 Certificate gains the ECDL Expert Certification and entitles the holder to Associate Membership of the British Computer Society.

Module AM3, *Word Processing*, Advanced – Level

This module requires the candidate to use the word processing application to produce what are deemed to be advanced word processing document outputs. The candidate shall be able to operate effectively at more than a basic level of competence and 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

Module AM4, *Spreadsheets*, Advanced - Level

The Spreadsheets module requires the candidate to use the spreadsheet application to produce what are deemed to be advanced spreadsheet outputs. The candidate shall be able to operate effectively at more than a basic level of competence and 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.

Module AM5, *Database*, Advanced – Level

The Access Module requires the candidate to operate effectively at more than a basic level of competence and be able to realise much of the potential of the database application. 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.

Module AM6, *Presentation*, Advanced - Level

For PowerPoint, the syllabus requires the candidate to understand some of the principle areas to consider when planning and designing presentations. The candidate shall be able to operate effectively at more than a basic level of competence and to use the presentation application to produce what are deemed to be advanced presentation outputs. The candidate shall be able to realise 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.

Cost and Duration

Each module will take the learner about 20-30 hours (30-40 for Access). Where funding is not available, each module is £250 plus VAT including all exam fees and registrations