

EUROPEAN COMPUTER DRIVING LICENCE / INTERNATIONAL COMPUTER DRIVING LICENCE ADVANCED WORD PROCESSING



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Advanced Word Processing (AM3)

The following is the Syllabus for *Advanced Word Processing*, which provides the basis for the module's practice-based test. The Syllabus for AM3 is over and above the skills and knowledge contained within ECDL / ICDL Module 3, *Word Processing*. Advanced Word Processing anticipates that the candidate has already acquired the skills and knowledge outlined in ECDL / ICDL Module 3.

Module Goals

Advanced Word Processing requires the candidate to use the word processing application to produce advanced document outputs.

The candidate shall be able to:

- Apply advanced text, paragraph, column and table formatting. Convert text to a table and vice versa.
- Work with referencing features like footnotes, endnotes and captions. Create tables of contents, indexes and cross-references.
- Enhance productivity by using fields, forms and templates.
- Apply advanced mail merge techniques and work with automation features like macros.
- Use linking and embedding features to integrate data.
- Collaborate on and review documents. Work with master documents and subdocuments. Apply document security features.
- Work with watermarks, sections, and headers and footers in a document.

| CATEGORY | SKILL SET | REF. | TASK ITEM |
|------------------|--------------------|-----------|---|
| AM3.1 Formatting | AM3.1.1 Text | AM3.1.1.1 | Apply text wrapping options for graphical objects (picture, image, chart, diagram, drawn object), tables. |
| | | AM3.1.1.2 | Use find and replace options like: font formats, paragraph formats, paragraph marks, page breaks. |
| | | AM3.1.1.3 | Use paste special options: formatted text, unformatted text. |
| | AM3.1.2 Paragraphs | AM3.1.2.1 | Apply line spacing within paragraphs: at least, exactly/ fixed, multiple/proportional. |
| | | AM3.1.2.2 | Apply, remove paragraph pagination options. |
| | | AM3.1.2.3 | Apply, modify outline numbering in multi-level lists. |
| | AM3.1.3 Styles | AM3.1.3.1 | Create, modify, update a character style. |

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|--------------------------|---|-----------|---|
| | | AM3.1.3.2 | Create, modify, update a paragraph style. |
| | <i>AM3.1.4 Columns</i> | AM3.1.4.1 | Apply multiple column layouts. Change number of columns in a column layout. |
| | | AM3.1.4.2 | Change column widths and spacing. Insert, remove lines between columns. |
| | | AM3.1.4.3 | Insert, delete a column break. |
| | <i>AM3.1.5 Tables</i> | AM3.1.5.1 | Apply a table autoformat/table style. |
| | | AM3.1.5.2 | Merge, split cells in a table. |
| | | AM3.1.5.3 | Change cell margins, alignment, text direction. |
| | | AM3.1.5.4 | Automatically repeat heading row(s) at the top of each page. |
| | | AM3.1.5.5 | Allow, do not allow row(s) to break across pages. |
| | | AM3.1.5.6 | Sort data by one column, by multiple columns at the same time. |
| | | AM3.1.5.7 | Convert delimited text to a table. |
| | | AM3.1.5.8 | Convert a table to text. |
| AM3.2 Referencing | <i>AM3.2.1 Captions, Footnotes and Endnotes</i> | AM3.2.1.1 | Add a caption above, below a graphical object, table. |
| | | AM3.2.1.2 | Add, delete a caption label. |
| | | AM3.2.1.3 | Change caption number format. |
| | | AM3.2.1.4 | Insert, modify footnotes, endnotes. |
| | | AM3.2.1.5 | Convert a footnote to an endnote. Convert an endnote to a footnote. |
| | <i>AM3.2.2 Reference Tables and Indexes</i> | AM3.2.2.1 | Create, update a table of contents based on specified heading styles and formats. |
| | | AM3.2.2.2 | Create, update a table of figures based on specified styles and formats. |
| | | AM3.2.2.3 | Mark an index: main entry, subentry. Delete a marked index entry. |

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|-------------------------------------|---|---------------------------|--|
| AM3.3 Enhancing Productivity | <i>AM3.2.3 Bookmarks and Cross-References</i> | AM3.2.2.4 | Create, update an index based on marked index entries. |
| | | AM3.2.3.1 | Add, delete a bookmark. |
| | | AM3.2.3.2 | Create, delete a cross-reference to: numbered item, heading, bookmark, figure, table. |
| | | AM3.2.3.3 | Add a cross-reference to an index entry. |
| | <i>AM3.3.1 Using Fields</i> | AM3.3.1.1 | Insert, delete fields like: author, file name and path, file size, fill-in/input. |
| | | AM3.3.1.2 | Insert a sum formula field code in a table. |
| | | AM3.3.1.3 | Change field number format. |
| | | AM3.3.1.4 | Lock, unlock, update a field. |
| | <i>AM3.3.2 Forms, Templates</i> | AM3.3.2.1 | Create, modify a form using available form field options: text field, check box, drop-down menu. |
| | | AM3.3.2.2 | Add help text to a form field: visible on status bar, activated by F1 Help key. |
| | | AM3.3.2.3 | Protect, unprotect a form. |
| | | AM3.3.2.4 | Modify a template. |
| | | <i>AM3.3.3 Mail Merge</i> | AM3.3.3.1 |
| | AM3.3.3.2 | | Insert ask, if...then...else... fields. |
| | AM3.3.3.3 | | Merge a document with a recipient list using given merge criteria. |
| | <i>AM3.3.4 Linking, Embedding</i> | AM3.3.4.1 | Insert, edit, remove a hyperlink. |
| | | AM3.3.4.2 | Link data from a document, application and display as an object, icon. |
| | | AM3.3.4.3 | Update, break a link. |
| | | AM3.3.4.4 | Embed data into a document as an object. |
| | | AM3.3.4.5 | Edit, delete embedded data. |

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| | <i>AM3.3.5 Automation</i> | AM3.3.5.1 | Apply automatic text formatting options. |
| | | AM3.3.5.2 | Create, modify, delete automatic text correction entries. |
| | | AM3.3.5.3 | Create, modify, insert, delete automatic text entries. |
| | | AM3.3.5.4 | Record a simple macro like: change page setup, insert a table with a repeating heading row, insert fields in document header, footer. |
| | | AM3.3.5.5 | Run a macro. |
| | | AM3.3.5.6 | Assign a macro to a custom button on a toolbar. |
| AM3.4 Collaborative Editing | <i>AM3.4.1 Tracking and Reviewing</i> | AM3.4.1.1 | Turn on, off track changes. Track changes in a document using a specified display view. |
| | | AM3.4.1.2 | Accept, reject changes in a document. |
| | | AM3.4.1.3 | Insert, edit, delete, show, hide comments/notes. |
| | | AM3.4.1.4 | Compare and merge documents. |
| | <i>AM3.4.2 Master Documents</i> | AM3.4.2.1 | Create a new master document by creating sub documents from headings. |
| | | AM3.4.2.2 | Insert, remove a subdocument in a master document. |
| | | AM3.4.2.3 | Use text outline/navigator options: promote, demote, expand, collapse, move up, move down. |
| | <i>AM3.4.3 Security</i> | AM3.4.3.1 | Add, remove password protection for a document: to open, to modify. |
| | | AM3.4.3.2 | Protect a document to only allow tracked changes or comments. |
| AM3.5 Prepare Outputs | <i>AM3.5.1 Sections</i> | AM3.5.1.1 | Create, modify, delete section breaks in a document. |
| | | AM3.5.1.2 | Change page orientation, page vertical alignment, margins for sections of a document. |

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|----------|-------------------------------|-----------|--|
| | <i>AM3.5.2 Document Setup</i> | AM3.5.2.1 | Apply different headers and footers to sections, first page, odd and even pages in a document. |
| | | AM3.5.2.2 | Add, modify, remove a watermark in a document. |