

## **ICDL Advanced**

Specialised Advanced Courses for Word Processing, Databases, Presentations and Spreadsheets.

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For those who wish to know more, do more and go further, the ICDL Advanced picks up where the ICDL leaves off, and progresses into testing more than just the basics. The ICDL Advanced is your ticket to higher paying jobs. This product has four different components and each one is tested individually.

### ***ECDL / ICDL Advanced Word Processing (Module AM3)***

With the ECDL / ICDL Advanced Word Processing certification, Candidates can demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time.

#### **Candidates with ECDL / ICDL Advanced Word Processing certified skills can:**

- Create and manage large, complex word processing projects
- Illustrate sophisticated typographical, formatting and layout presentations, including tables, forms and graphics
- Use tools such as macros
- Carry out more advanced mail merge operations
- Work effectively on large collaborative projects

#### **What does ECDL / ICDL Advanced Word Processing cover?**

The main areas covered in the ECDL / ICDL Advanced Word Processing Syllabus are: Editing; Layout; Document Organisation; Special Tools and Printing.

#### **What are the Benefits of ECDL / ICDL Advanced Word Processing?**

Because this certification is vendor-neutral it is not linked to any one brand of software so you can acquire the skills to use any word processing application you wish.

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

The guidelines for this module suggest 30 hours of learning before testing.

### **ECDL / ICDL Advanced Spreadsheets (Module AM4)**

The ECDL / ICDL Advanced Spreadsheets certification presents Candidates with the opportunity to bring their spreadsheet skills to an expert level. This allows them to use the full potential of the spreadsheet application to produce higher quality management information.

#### **Candidates with ECDL / ICDL Advanced Spreadsheets certified skills can:**

- Produce higher quality information
- Pinpoint key information quicker and more easily
- Provide more sharply-defined analysis
- Produce more sophisticated reports
- Use advanced editing, data handling, functions and analysis features
- Use macros within the spreadsheets application

In today's competitive market, give yourself the edge and go to the next level with the ECDL / ICDL Advanced Spreadsheets certification.

#### **What does ECDL / ICDL Advanced Spreadsheets cover?**

The main areas covered in the ECDL / ICDL Advanced Spreadsheets Syllabus are: Editing; Data Handling; Functions; Analysis and Special Tools.

#### **What are the benefits of ECDL / ICDL Advanced Spreadsheets?**

This certification is vendor-neutral and task-based, so you can acquire the skills you need to accomplish advanced tasks with any database application you wish.

The guidelines for this module suggest 30 hours of learning before testing.

## ***ECDL / ICDL Advanced Database (Module AM5)***

Anybody who works with databases on a regular basis already knows just how useful they can be for managing and analysing large quantities of information. Thanks to database applications we can structure and manage large amounts of data and manipulate it to extract valuable information.

But did you know that most database applications have advanced features that allow one to carry out more complex functions that can further enhance the quality of ones work and save time – if one has the skills to use them!

### **As a certified ECDL / ICDL Advanced Database Candidate, one can:**

- Produce better reports with deeper data analysis
- Produce higher quality management information
- Use advanced features in table, query, form and report design
- Use macros within the database application
- Import, export and link data

A key tool for anyone who needs to take their database skills to the next level, the ECDL / ICDL Advanced Database certification will help you get more from the database application by giving you the skills to use the many advanced tools available on database applications to better manage and organise structured information.

### **What does ECDL / ICDL Advanced Database cover?**

The main areas covered in the ECDL / ICDL Advanced Database Syllabus are: Table Design; Query Design; Form Design; Report Design; Macros; Import, export and link data.

### **What are the benefits of ECDL / ICDL Advanced Database?**

The ECDL / ICDL AM5 certification is vendor-neutral and task-based, so you can acquire the skills you need to accomplish advanced tasks with any database application you wish.

The guidelines for this module suggest 30 hours of learning before testing.

## ***ECDL / ICDL Advanced Presentation (AM6)***

The ECDL / ICDL Advanced Presentation certification is a vital tool for Candidates who wish to create effective, high-impact presentations using advanced features and who need to be able to prove their skills in this area.

### **With ECDL / ICDL Advanced Presentation certification Candidates can:**

- Plan and design more effective presentations with more impact
- Use advanced features to customise layout and shows
- Use and manipulate pictures, images and drawn objects, charts/graphs in presentations
- Add sophisticated multimedia elements to presentations
- Use the powerful relating tools to link information to other applications

You may already be familiar with the basics of presentation software applications, but are you getting the most out of the software?

Are you creating and presenting the best presentations you possibly can? Are you confident enough with the software to introduce graphics, images and drawn objects to your presentation? Can you tailor your presentation to your audience? Can you link your presentation to other applications or Web pages? Can you add sound, video or animations to your presentation? If the answer is no then maybe you need to bring your presentation skills to the next level.

### **What is covered on the ECDL / ICDL Advanced Presentation certification?**

The ECDL / ICDL AM6 certification covers advanced presentation features that will allow the Candidate 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.

### **What are the benefits of ECDL / ICDL Advanced Presentation certification?**

The ECDL / ICDL AM6 certification is vendor-neutral and task-based so it gives you the skills you need to accomplish advanced presentation tasks using any presentation application you wish.

The guidelines for this module suggest 30 hours of learning before testing.