



NEW ECDL Advanced using MS Office 2007, 2010 or 2013

ECDL Advanced

ECDL Advanced certification is for anyone wishing to further enhance their IT skills to “expert” level. Individuals who successfully complete any **three** ECDL Advanced Modules earn the ECDL Expert certification.

Advanced Word Processing

Learn all the advanced features of a word processor such as advanced typographical features, formatting, graphic options, advanced layouts, mail merge and basic macros.

Advanced Spreadsheets

This course teaches learners how to create, analyse, apply advanced formatting and audit worksheets as well as creating complex functions and formulae. Learners will also learn advanced charting options and how to record and run macros.

Advanced Database

Learners will complete training to enable them to be able to create and manage databases with several tables, relate the data across tables, extract data using many different methods of query, create advanced forms and reports, as well as learn how to import and export data from several different sources.

Advanced Presentations

Learn how to create high quality multimedia presentations that are high impact and information-rich. Techniques on how to perform advanced layouts and formats by changing the properties of objects and images will be taught. Learners will develop an understanding of how to insert and manipulate video and sound files, link and import data, apply appealing transitions and animations. They will also cover features on how to present their presentations.

Course Duration

ECDL Expert

Gold Offering: Classroom based course with ECDL Expert tutor in attendance.





Entry Requirements

For ECDL expert, ECDL core or equivalent is assumed along with a good working knowledge of the Microsoft Office suite. A minimum of 6 months working with the applications is preferred.



Who is this course for?

Learners who sign up for ECDL do so for because it is an internationally recognised qualification which proves competency in the use of computers across various different areas. It proves to employers that you have key skills acquired in the use of computers in everyday applications widely used in business every day.

Costs

The cost of the course varies depending on which offering you choose. Please contact us for pricing.