

ECDL Advanced

These 30 hour level 3 courses are suitable for people with an existing level 2 qualification or who are proficient in using Microsoft Office.

- ❖ Each course costs **£150** (additional examination fee of £38)
- ❖ The courses are workshop based with tutor support
- ❖ They are offered throughout the week, please ask for further information

Title	Course Code	Course Content
Word Processing (Word)	0/3931/0	<i>The course includes:</i> Text Editing..... eg tracking and reviewing changes Layout..... eg table of contents Organisation eg bookmarks Elements eg forms Printing..... eg several pages to one sheet Special Tools..... eg macros
Spreadsheets (Excel)	0/3932/0	<i>The course includes:</i> Editing..... eg conditional formatting Data Handling eg 3D sum function Analysis..... eg pivot tables Functions..... eg look up and reference
Presentation (PowerPoint)	0/3933/0	<i>The course includes:</i> Design Considerations..... eg the effect of colour Slides..... eg save a slide as a picture Pictures, Images & Drawn Object eg arranging objects Charts..... eg creating flowcharts Multimedia..... eg inserting sound and movies Managing Presentations..... eg action buttons Relating Information..... eg linking to a worksheet range
Database (Access)	0/3934/0	<i>The course includes:</i> Table Design eg create a lookup Query Design..... eg using a crosstab query Form Design eg create a subform and link to parent Report Design eg create running summaries Import, Export and Link Data..... eg link external data

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If you are interested in any of these workshop courses please contact us for further information

