

- *ECDL Advanced Word*

This module requires Candidates to produce advanced word processing outputs, illustrating sophisticated typographical, formatting and layout presentations, including tables, forms and graphics. Candidates will be required to use tools like macros and advanced mail merge options within the word processing application.

- *ECDL Advanced Excel*

This module requires Candidates to edit and enhance numeric, text and graphical data, and to sort, query and link data. Candidates will be expected to use logical, statistical and mathematical functions. Ability to use analysis and audit tools is required, as is the ability to record and run macros.

- *ECDL Advanced Power Point*

This module requires Candidates to understand and apply the principal consideration in planning a presentation. Outputs utilising advanced formatting and layout techniques are required, along with the use of multimedia effects. Candidates will create advanced charts and graphs, and enhance the presentation using drawing and image tools.

- *ECDL Advanced Database*

This module requires Candidates to use the database to organise, extract, view and report on data using advanced data management skills. Candidates will understand the variety of ways that data can be related and organised, and to import, export and link data.

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