



ECDL

ECDL MODULE
ADVANCED
WORD
PROCESSING

Syllabus Version 2.0

Purpose

This document details the syllabus for the Advanced Word Processing module. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for the Advanced Word Processing module should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Advanced Word Processing Module

This module sets out advanced skills relating to word processing applications that can be used to produce complex documents, enhance outputs, improve productivity, and save time.

Module Goals

Successful candidates will 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
1 Formatting	1.1 Text	1.1.1	Apply text wrapping options for graphical objects (picture, image, chart, diagram, drawn object), tables.
		1.1.2	Use find and replace options like: font formats, paragraph formats, paragraph marks, page breaks.
		1.1.3	Use paste special options: formatted text, unformatted text.
	1.1.2 Paragraphs	1.2.1	Apply line spacing within paragraphs: at least, exactly/ fixed, multiple/proportional.
		1.2.2	Apply, remove paragraph pagination options.
		1.2.3	Apply, modify outline numbering in multi-level lists.
	1.3 Styles	1.3.1	Create, modify, update a character style.
		1.3.2	Create, modify, update a paragraph style.
	1.4 Columns	1.4.1	Apply multiple column layouts. Change number of columns in a column layout.
		1.4.2	Change column widths and spacing. Insert, remove lines between columns.
		1.4.3	Insert, delete a column break.
	1.5 Tables	1.5.1	Apply a table autoformat/table style.
		1.5.2	Merge, split cells in a table.

CATEGORY	SKILL SET	REF.	TASK ITEM
2 Referencing	2.1 Captions, Footnotes and Endnotes	1.5.3	Change cell margins, alignment, text direction.
		1.5.4	Automatically repeat heading row(s) at the top of each page.
		1.5.5	Allow, do not allow row(s) to break across pages.
		1.5.6	Sort data by one column, by multiple columns at the same time.
		1.5.7	Convert delimited text to a table.
		1.5.8	Convert a table to text.
		2.1.1	Add a caption above, below a graphical object, table.
		2.1.2	Add, delete a caption label.
	2.1.3	Change caption number format.	
	2.1.4	Insert, modify footnotes, endnotes.	
	2.1.5	Convert a footnote to an endnote. Convert an endnote to a footnote.	
	2.2 Reference Tables and Indexes	2.2.1	Create, update a table of contents based on specified heading styles and formats.
		2.2.2	Create, update a table of figures based on specified styles and formats.
		2.2.3	Mark an index: main entry, subentry. Delete a marked index entry.
2.2.4		Create, update an index based on marked index entries.	
2.3 Bookmarks and Cross-References	2.3.1	Add, delete a bookmark.	
	2.3.2	Create, delete a cross-reference to: numbered item, heading, bookmark, figure, table.	
	2.3.3	Add a cross-reference to an index entry.	
3 Enhancing Productivity	3.1 Using Fields	3.1.1	Insert, delete fields like: author, file name and path, file size, fill-in/input.
		3.1.2	Insert a sum formula field code in a table.
		3.1.3	Change field number format.
		3.1.4	Lock, unlock, update a field.
	3.2 Forms, Templates	3.2.1	Create, modify a form using available form field options: text field, check box, drop-down menu.

CATEGORY	SKILL SET	REF.	TASK ITEM
		3.2.2	Add help text to a form field: visible on status bar, activated by F1 Help key.
		3.2.3	Protect, unprotect a form.
		3.2.4	Modify a template.
	<i>3.3 Mail Merge</i>	3.3.1	Edit, sort a mail merge recipient list.
		3.3.2	Insert ask, if...then...else... fields.
		3.3.3	Merge a document with a recipient list using given merge criteria.
	<i>3.4 Linking, Embedding</i>	3.4.1	Insert, edit, remove a hyperlink.
		3.4.2	Link data from a document, application and display as an object, icon.
		3.4.3	Update, break a link.
		3.4.4	Embed data into a document as an object.
		3.4.5	Edit, delete embedded data.
	<i>3.5 Automation</i>	3.5.1	Apply automatic text formatting options.
		3.5.2	Create, modify, delete automatic text correction entries.
		3.5.3	Create, modify, insert, delete automatic text entries.
		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.
		3.5.5	Run a macro.
		3.5.6	Assign a macro to a custom button on a toolbar.
4 Collaborative Editing	<i>4.1 Tracking and Reviewing</i>	4.1.1	Turn on, off track changes. Track changes in a document using a specified display view.
		4.1.2	Accept, reject changes in a document.
		4.1.3	Insert, edit, delete, show, hide comments/notes.
		4.1.4	Compare and merge documents.
	<i>4.2 Master Documents</i>	4.2.1	Create a new master document by creating sub documents from headings.
		4.2.2	Insert, remove a subdocument in a master document.

CATEGORY	SKILL SET	REF.	TASK ITEM
		4.2.3	Use text outline/navigator options: promote, demote, expand, collapse, move up, move down.
	<i>4.3 Security</i>	4.3.1	Add, remove password protection for a document: to open, to modify.
		4.3.2	Protect a document to only allow tracked changes or comments.
5 Prepare Outputs	<i>5.1 Sections</i>	5.1.1	Create, modify, delete section breaks in a document.
		5.1.2	Change page orientation, page vertical alignment, margins for sections of a document.
	<i>5.2 Document Setup</i>	5.2.1	Apply different headers and footers to sections, first page, odd and even pages in a document.
		5.2.2	Add, modify, remove a watermark in a document.