

ECDL advanced

Purpose: The ECDL Advanced contains 4 modules each of which is individually certified. The skills covered in the advanced level ECDL concern more complex tasks and deal with a richer and more extensive functionality of common applications. In general, the ability to create and manipulate larger, extended files is required for advanced certification.

Course Content:

Advanced Word Processing

Advanced Formatting and Layout, Tables, Forms, Macros, Advanced Mail Merge, Referencing

Advanced Spreadsheets

Advanced Formulae, Linking Worksheets, Macros, Scenarios, Pivot Tables

Advanced Databases

Reports, Relationships, Complex Queries, Importing, Exporting and Linking Data

Advanced Presentations

Advanced Formatting and Layout Techniques, Multimedia Effects, Drawing and Image Tools, Advanced Charts and Graphs

Entry Requirement: A good working knowledge of the advanced module which you wish to gain accreditation in is required. Ideally to have successfully completed the ECDL core.

Assessment: Online examination, one exam for each module

Qualification: ECDL advanced certificate for each module successfully completed.

ECDL Expert is now available to anyone who has successfully completed the four advanced modules. The ECDL Expert can be applied for on behalf of the candidate by the test centre where they successfully completed the four advanced tests.

Duration: 10 x 3 hour classes for each module

For further information please call us on (01) 802 0417