



Advanced Word Processing

Duration : 45 Hours (Flexible)	Course Fees and Start Dates
Maximum Class Size : 8 Students	For the latest start dates and course fees visit www.edenhousecomputing.co.uk

The primary objective of the course is to accredit advanced skills in using, configuring and word processing for document production, mainly developed for Users with previous knowledge in word processing, looking to gain expert level knowledge in Word processing applications.

The advanced word processing focuses on Text, Paragraph, Template and collaborative Editing, Layout of Master Documents, Table of Contents, Sections and Columns, Document Organisation: Referencing, Insert Field Codes, Create and Edit Footnotes/Endnotes and Document Security, Document Element: Inserting tables, Create Forms, Text Boxes, Embed Worksheet, Modify Images and Captions, Create and Edit a Mail Merge, Macros...and much more.

Advanced Word processing will be followed as a tutor supported interactive session(s) under the supervision of qualified teacher(s) certified by the BCS with set lessons following the Advanced ECDL (European Computer Driving Licence) syllabus for the Advanced ECDL course. It is an Internationally-recognized qualification demonstrating that you have the advanced skills needed to use the most common computer applications efficiently and productively at an advanced level. Class format is a traditional "Structured Class" based on interactive sessions.

- Great for your CV
- Ideal for Office Staff, Students and end users
- Maximum Class Size: 8 Students
- Course Duration: 45 Hours (Flexi-Time/Full time)
- Study Method: [Tutor Supported Interactive Session](#)
- Create your own timetable by choosing to attend any number of sessions per week until you have used up your 45 hours, Or 15 hours per week over 3 weeks as full time.
- We have three daytime class time to choose from: Morning, Lunchtime or Afternoon. Each class is 3 hours in duration.

	Mon	Tue	Wed	Thu	Fri
09:00 - 12:00					
12:00 - 15:00					
15:00 - 18:00					

Advanced Word Processing – £355

For upcoming dates see www.edenhousecomputing.co.uk

To book your place, please contact us on ecd1@edenhouse.co.uk or call 0845 643 9 346



Microsoft Word 2003 / 2007

The primary objective of the course is to accredit advanced skills in using, configuring and word processing for document production.

Developed For

Users with previous knowledge in word processing, looking to gain expert level knowledge in Word 2003

Prerequisites

A basic knowledge of using a personal computer in the Microsoft Windows environment is an essential prerequisite for this course.

Experience in working with word is also required. In particular, you should be able to:

- First Steps with Word Processing
- Adjust Settings
- Insert, Select and Edit Data
- Search and Replace
- Text Formatting
- Paragraph Formatting
- Document Formatting
- Insert Tables
- Working with Charts, Pictures and Images
- Perform Mail Merge
- Prepare Outputs

Programme Focus

1. Text, Paragraph, Styles, Columns and Tables
2. Captions, Footnotes and Endnotes, Reference Tables and Indexes, Bookmarks and Cross-References
3. Using Fields, Forms, Templates, Mail Merge, Linking, Embedding and Automation
4. Tracking and reviewing, Master Documents, Security
5. Sections, Document Setup

Certification

ECDL® Advanced Word Processing