



ECDL Advanced	Duration (Hrs)	Course Price
AM3: Word Processing	45	£355
AM4: Spreadsheets	45	£355
AM5: Database	45	£355
AM6: Presentation	45	£355

- **Single Module Certificates**
- **Students should allow for the single module test as provided below.**

Single Advanced Module Test	£97
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Tuition Hours

We have fifteen daytime sessions each week. Day time sessions are 3 hours each.

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

Select a session of your choice and start any Monday. Attend the same session five days a week.

Teaching Method - Tutor Supported Interactive Sessions

These classes are carried out at the college with students learning at their own pace using approved courseware from the BCS and qualified tutor is with you at all times. Courseware is a balance of core syllabus text books and fully interactive multimedia applications. Additionally all students benefit from continual "hands-on" tutor support throughout each and every session. .

Also available: ECDL Standard, ECDL Distance Learn, ECDL Testing Only



Advanced Word Processing with “Microsoft Word”

(These advanced topics build on the skills covered earlier in the course).

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| <ol style="list-style-type: none"> 1. Text, Paragraph, Styles, Columns and Tables 2. Captions, Footnotes and Endnotes, Reference Tables and Indexes, Bookmarks and Cross-References | <ol style="list-style-type: none"> 3. Using Fields, Forms, Templates, Mail Merge, Linking, Embedding and Automation 4. Tracking and reviewing, Master Documents, Security 5. Sections, Document Setup |
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Advanced Spreadsheets with “Microsoft Excel”

(These advanced topics build on the skills covered earlier in the course).

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| <ol style="list-style-type: none"> 1. Cells, Worksheets 2. Using Functions and Formulas 3. Creating Charts, Formatting Charts 4. Using Tables, Sorting and Filtering, Scenarios | <ol style="list-style-type: none"> 5. Validating, Auditing 6. Naming Cells, Paste Special, Templates, Linking, Embedding and Importing, Automation 7. Tracking and Reviewing, Security |
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Advanced Databases with “Microsoft Access”

(These advanced topics build on the skills covered earlier in the course).

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| <ol style="list-style-type: none"> 1. Database Development and Use 2. Fields/Columns, Relationships and Joins 3. Query Types, Refining a Query | <ol style="list-style-type: none"> 4. Form Controls 5. Report Controls and Presentation 6. Linking, Importing, Automation |
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Advanced Presentations with “Microsoft PowerPoint”

(These advanced topics build on the skills covered earlier in the course).

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| <ol style="list-style-type: none"> 1. Audience and Environment, Design, Content and Layout 2. Slide Masters, Templates 3. Formatting Drawn Objects, Formatting Pictures, Images, Handling Graphical Objects 4. Using Charts, Using Diagrams | <ol style="list-style-type: none"> 5. Movies, Sound, Animation 6. Linking, Embedding, Importing, Exporting 7. Custom Shows, Slide Show Settings, Slide Show Control |
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