



Advanced ECDL (All Modules – 180 Hours)

Duration : Minimum 3 Hours Per Week (Flexible Days)	Course Fees and Start Dates
Maximum Class Size : 8 Students	For the latest start dates and course fees visit www.edenhousecomputing.co.uk

For the Advanced ECDL level prior knowledge of IT or computing is needed. Students can register for individual modules or all four modules. The Advanced ECDL qualification includes the following modules:

Advanced ECDL include:

- [Word Processing](#) - Using Microsoft Word 2003 / 2007
- [Spreadsheets](#) - Using Microsoft Excel 2003 / 2007
- [Databases](#) - Using Microsoft Access 2003 / 2007
- [Presentations](#) - Using Microsoft PowerPoint 2003 / 2007

The study session will be supported by qualified teachers with set lessons. Students studying towards a Microsoft (MOS Certification) or the ECDL (European Computer Driving Licence) qualifications will find this course to provide excellent preparation for the respective modules. These are internationally recognized qualifications demonstrating that you have the skills needed to use the most common computer applications efficiently and productively.

- Great for your CV
- Ideal for Office Staff
- Maximum Class Size: 8 Students
- Course Duration: 45 Hours (Flexi-Time)
- Study Method: [Tutor Supported Interactive Sessions](#)
- Create your own timetable by choosing to attend any number of sessions per week until you have used up your 45 hours
- We have three daytime class sessions 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 ECDL (All Modules) – £1199

For upcoming dates see www.edenhousecomputing.co.uk

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



Course Contents

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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