

Overview of Changes – Syllabus 6.0 - Word Processing

ECDL Foundation has completed the upgrade of the four office productivity applications to Syllabus 6.0. The following summarises some of the main changes that are included in the new syllabus version.

Cross-module updates

Some changes have been implemented across multiple modules, such as the introduction of saving files to cloud locations as well as sourcing templates and help from online locations. In addition, the syllabus update has put a strong focus on refining and improving the clarity of item wording to assist trainers and courseware providers. The syllabus update also improves the general organisation and ordering of syllabus items, based on feedback from the ECDL Foundation network.

Changes made in specific modules include:

Word Processing

- Updating save as options, for example to include pdf.
- Introducing good practice concepts for navigation (such as shortcuts, go to tool), as well as practical use of go to tool.
- Introducing an understanding of the use of available document view modes.
- Adding practical skills to insert, edit, remove a hyperlink.