



ECDL

ECDL MODULE **ADVANCED** **WORD PROCESSING**

Syllabus Version 3.0 – Item Comparison to Syllabus Version 2.0

Purpose

This document details the syllabus for the Advanced Word Processing module. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for the Advanced Word Processing module should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Advanced Word Processing

This module sets out advanced skills that can be used to produce complex documents, enhance outputs, and improve productivity, when using a word processing application.

Module Goals

Successful candidates will be able to:

- Apply advanced text, paragraph, column and table formatting. Maintain a consistent design through the use of character and paragraph styles.
- Work with referencing features like footnotes, endnotes and captions. Manage citations and bibliography using a chosen citation style. Create tables of contents, indexes and cross-references.
- Enhance productivity by using fields, forms and templates.
- Apply advanced mail merge techniques and work with automation features like macros.
- Use linking and embedding features to integrate data.
- Collaborate on and review documents locally or online. Apply document security features.
- Work with watermarks, sections, and headers and footers in a document. Use a thesaurus and manage spell check settings.

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S2.0	Original S2.0 Ref.	Comment
1 Formatting	1.1 Text	1.1.1	Apply text wrapping options for graphical objects (picture, chart, diagram, drawn object), tables.	No change	AM3.1.1.1	
		1.1.2	Use find and replace options like: matching case, whole words, font formats, paragraph formats, paragraph marks, page breaks.	Content added	AM3.1.1.2	Matching case and whole words added.
		1.1.3	Use paste special options: formatted text, unformatted text.	No change	AM3.1.1.3	
	1.2 Paragraphs	1.2.1	Apply line spacing within paragraphs: at least, exactly/ fixed, multiple/proportional.	No change	AM3.1.2.1	
		1.2.2	Apply, remove paragraph pagination options.	No change	AM3.1.2.2	
		1.2.3	Apply, modify outline numbering in multi-level lists.	No change	AM3.1.2.3	
	1.3 Styles	1.3.1	Recognise good practice in maintaining consistent and accessible design and format throughout a document by using styles, alternative text.	NEW		
		1.3.2	Create, modify, update a character style.	No change	AM3.1.3.1	
		1.3.3	Create, modify, update a paragraph style.	No change	AM3.1.3.2	
	1.4 Columns	1.4.1	Apply multiple column layouts. Change number of columns in a column layout.	No change	AM3.1.4.1	
		1.4.2	Change column widths and spacing. Insert, remove lines between columns.	No change	AM3.1.4.2	
		1.4.3	Insert, delete a column break.	No change	AM3.1.4.3	
	1.5 Tables	1.5.1	Apply a table autoformat/table style.	No change	AM3.1.5.1	
		1.5.2	Merge, split cells in a table. Split a table.	Content added	AM3.1.5.2	Split a table added.

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S2.0	Original S2.0 Ref.	Comment
2 Referencing	2.1 Captions, Footnotes and Endnotes	1.5.3	Change cell margins, alignment, text direction.	No change	AM3.1.5.3	
		1.5.4	Automatically repeat heading row(s) at the top of each page.	No change	AM3.1.5.4	
		1.5.5	Allow, do not allow row(s) to break across pages.	No change	AM3.1.5.5	
		1.5.6	Sort data by one column, by multiple columns at the same time.	No change	AM3.1.5.6	
		1.5.7	Convert delimited text to a table.	No change	AM3.1.5.7	
		1.5.8	Convert a table to text.	No change	AM3.1.5.8	
		2.1.1	Add a caption above, below a graphical object, table.	No change	AM3.2.1.1	
		2.1.2	Add, delete a caption label.	No change	AM3.2.1.2	
	2.1.3	Change caption number format.	No change	AM3.2.1.3		
	2.1.4	Insert, modify footnotes, endnotes.	No change	AM3.2.1.4		
	2.1.5	Convert a footnote to an endnote. Convert an endnote to a footnote.	No change	AM3.2.1.5		
	2.2 Citations and Bibliography	2.2.1	Insert, edit a citation like: book, article, conference proceedings, website, report.	NEW		
		2.2.2	Set, modify citation style.	NEW		
		2.2.3	Create, update a bibliography.	NEW		
	2.3 Reference Tables and Indexes	2.3.1	Create, update a table of contents based on specified heading styles and formats.	No change	AM3.2.2.1	
2.3.2		Create, update a table of figures based on specified styles and formats.	No change	AM3.2.2.2		

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S2.0	Original S2.0 Ref.	Comment
3 Enhancing Productivity	2.4 Bookmarks and Cross-References	2.3.3	Edit a table of contents, table of figures like: heading styles, format, leaders.	NEW		
		2.3.4	Mark an index: main entry, subentry. Delete a marked index entry.	No change	AM3.2.2.3	
		2.3.5	Create, update an index based on marked index entries.	No change	AM3.2.2.4	
		2.4.1	Add, delete a bookmark.	No change	AM3.2.3.1	
		2.4.2	Create, update, delete a cross-reference to: numbered item, heading, bookmark, figure, table.	No change	AM3.2.3.2	
	3.1 Using Fields	2.4.3	Add a cross-reference to an index entry.	No change	AM3.2.3.3	
		3.1.1	Insert, delete fields like: file name and path, file size, total page number.	Content added, content removed	AM3.3.1.1	Total page number added; author and fill-in/input removed.
		3.1.2	Insert a formula field code in a table like: sum, average, count.	Content added	AM3.3.1.2	Average and count added.
		3.1.3	Change field number, date format.	Content added	AM3.3.1.3	Date format added.
	3.2 Forms, Templates	3.1.4	Lock, unlock, update a field.	No change	AM3.3.1.4	
		3.2.1	Create, modify a form using available form field options: text field, check box, drop-down menu.	No change	AM3.3.2.1	
		3.2.2	Protect, unprotect a form.	No change	AM3.3.2.3	
		3.2.3	Save a document as a template, modify a template.	Content added	AM3.3.2.4	Save a document as a template added.
		3.2.4	Modify the default template.	Clarification	AM3.3.2.4	Clarification that the default template should be modified.

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S2.0	Original S2.0 Ref.	Comment
	3.3 Mail Merge	3.3.1	Edit, sort, filter a mail merge recipient list.	No change	AM3.3.3.1	
		3.3.2	Insert ask, if...then...else... fields.	No change	AM3.3.3.2	
		3.3.3	Merge a document with a recipient list using given merge criteria.	No change	AM3.3.3.3	
	3.4 Linking, Embedding	3.4.1	Create a simple chart in a document.	NEW		
		3.4.2	Link data from a document, application and display as an object, icon.	No change	AM3.3.4.2	
		3.4.3	Update, break a link.	No change	AM3.3.4.3	
		3.4.4	Embed data into a document as an object.	No change	AM3.3.4.4	
		3.4.5	Edit, delete embedded data.	No change	AM3.3.4.5	
	3.5 Automation	3.5.1	Modify automatic text formatting options.	Minor rewording	AM3.3.5.1	Apply changed to modify.
		3.5.2	Create, modify, delete automatic text correction entries.	No change	AM3.3.5.2	
		3.5.3	Create, modify, insert, delete automatic text entries.	No change	AM3.3.5.3	
		3.5.4	Record a simple macro like: change page setup, insert a table with a repeating heading row, insert fields in document header, footer.	No change	AM3.3.5.4	
		3.5.5	Run a macro.	No change	AM3.3.5.5	
		3.5.6	Assign a macro to a custom button.	Minor rewording	AM3.3.5.6	Reference to toolbar is removed.
4 Collaborative Editing	4.1 Tracking and Reviewing	4.1.1	Turn on, off track changes. Track changes in a document locally, online using a specified display view.	Content added	AM3.4.1.1	Added reference to local or online.

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S2.0	Original S2.0 Ref.	Comment
		4.1.2	Accept, reject changes in a document locally, online.	Content added	AM3.4.1.2	Added reference to local or online.
		4.1.3	Insert, edit, delete, show, hide comments/notes in a document locally, online.	Content added	AM3.4.1.3	Added reference to local or online.
		4.1.4	Compare and merge documents.	No change	AM3.4.1.4	
	<i>4.2 Security</i>	4.2.1	Add, remove password protection for a document: to open, to modify.	No change	AM3.4.3.1	
		4.2.2	Protect a document to only allow tracked changes or comments.	No change	AM3.4.3.2	
5 Preparing Outputs	<i>5.1 Sections</i>	5.1.1	Create, modify, delete section breaks in a document.	No change	AM3.5.1.1	
		5.1.2	Change page orientation, page vertical alignment, margins for sections of a document.	No change	AM3.5.1.2	
	<i>5.2 Document Setup</i>	5.2.1	Apply different headers and footers to sections, first page, odd and even pages in a document.	No change	AM3.5.2.1	
		5.2.2	Add, modify, remove a watermark in a document.	No change	AM3.5.2.2	
	<i>5.3 Spelling, Thesaurus</i>	5.3.1	Set, modify default spell check language.	NEW		
		5.3.2	Use Thesaurus to search, insert alternative word(s).	NEW		