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Paragraph Editing

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All ECDL Advanced  
tests are taken on  
automated testing  
software. It is  
strongly

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recommending that candidates contact the Test Centre and make arrangements to undertake diagnostic/mock tests before sitting for tests. The sample tests (.zip) are being provided for revision purposes and to familiarise the candidate with

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typical test  
questions.

Software Using  
Word 2016 Bcs  
Itq Level 3

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Module - Word  
Processing  
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and ICS Skills. This  
training guide has  
been written  
specifically for the  
ECDL unit

Advanced Word

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Software (BCS ITQ level 3, syllabus 2.0). Each exercise has been designed to build upon and extend your knowledge of Microsoft Word using a simple, step-by-step approach.

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knowledge of  
Microsoft Word



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Processing This  
module sets out  
advanced skills that  
can be used to  
produce complex  
documents, enhance

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application. Module  
Goals Successful  
candidates will be  
able to: Apply  
advanced text,  
paragraph, column  
and table  
formatting. Maintain  
a consistent design

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## Software Using Word 2016 Bes Itq Level 10 ECDL MODULE ADVANCED WORD PROCESSING - BCS

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- Word Processing,  
Spreadsheets,  
Database,

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Presentation - and  
you can get an  
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are: Advanced  
Word Processing -  
In this module  
candidates can  
demonstrate their  
ability to use the  
advanced features  
of Word Processing  
applications to  
enhance their work,  
improve  
productivity, create  
advanced and

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unique documents  
and save time.

Completion of this  
module will enable  
candidates to

demonstrate  
professionalism and  
save time in the  
creation,  
production, review,  
and distribution of  
documents.

**ECDL Advanced**

*Page 22/41*

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The ECDL  
Advanced 3

programme consists  
of four modules:

Advanced Word  
Processing;  
Advanced  
Spreadsheets;  
Advanced Database;  
Advanced  
Presentation; The

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ECDL Advanced modules give candidates the opportunity to become expert in the use of these applications, acquiring skills sets over and above the routine features of the software.

## Benefits of ECDL Advanced



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ECDL Advanced  
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develop their  
existing skills and  
expertise to  
support workplace

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demands. Database software (Level 3)  
Presentation software (Level 3)  
Spreadsheet software (Level 3)  
Word processing software (Level 3)  
Evidence record sheet. Improving productivity using IT (Level 3)

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The Chartered  
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Approved by BCS  
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training guide has  
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specifically for the  
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Software (BCS ITQ  
level 1, syllabus  
2.0). Each exercise  
has been designed  
to gradually build

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up your knowledge  
of Microsoft Word  
using a simple, step-  
by-step approach.

## Itq Level 3

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Software (BCS ITQ  
L1)

The Documents  
(Advanced) module  
covers the concepts  
and skills needed to  
produce complex

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documents. It looks at areas such as creating long reports, formatting documents so they are attractive and easy to read, structuring information and creating templates, as well as improving productivity.

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(Advanced) - ICDL  
Europe

ECDL levels 1 and 2 cover all of the prerequisites of this course. (The ECDL Essential (level 1) and Extra (level 2) can be found here).  
Word processing.  
With this unit, learners can demonstrate their

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ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time.  
Spreadsheet software

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administrative environment at a high level. You will develop advanced word processing skills to format text and tables, work with referencing features and create tables of contents.

Level 3 certificate  
in IT user skills  
(ECDL Advanced)

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ECDL Advanced is administered in the UK by the British Computer Society (BCS) and is recognised throughout Europe and much of the rest of the world. It covers Microsoft Office software (Word, Excel, Access and PowerPoint) along

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with Windows and  
Internet Explorer,  
which will be used  
for testing.

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