

## ECDL Advanced Word Processing - Course Content

Session	Date & Time	Content	Content Breakdown
1	Wednesday 28/11/18 09:00 - 10:00	Text Editing	<ul style="list-style-type: none"> <li>• Use advanced find and replace options</li> <li>• Use paste special options</li> <li>• Use autocorrect and autoformat</li> <li>• Create autotext</li> <li>• Change text flow and wrap</li> </ul>
2	Wednesday 05/12/18 09:00 - 10:00	Paragraph Editing	<ul style="list-style-type: none"> <li>• Amend line spacing</li> <li>• Change paragraph pagination options</li> <li>• Create and modify styles</li> <li>• Apply outline levels to styles</li> <li>• Work with multilevel lists</li> <li>• Add and delete section breaks</li> <li>• Apply section formatting</li> <li>• Apply headers and footers to sections</li> </ul>
3	Wednesday 12/12/18 09:00 - 10:00	Document Setup, Watermarks and Tables	<ul style="list-style-type: none"> <li>• Create multiple columns in a document</li> <li>• Modify column layout, width and spacing</li> <li>• Create, modify and delete watermarks</li> <li>• Autoformat tables</li> <li>• Merge and split cells</li> <li>• Convert text to a table</li> <li>• Sort data</li> <li>• Perform calculations</li> <li>• Change table properties and setup</li> </ul>

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4	Wednesday 09/01/19 11:30 - 12:30	Collaborative Editing and Referencing	<ul style="list-style-type: none"> <li>• Add and remove comments</li> <li>• Edit comments</li> <li>• Track changes to a document</li> <li>• Accept or reject changes</li> <li>• Compare and combine documents</li> <li>• Create, modify &amp; delete footnotes &amp; endnotes</li> <li>• Create, format &amp; update a table of contents</li> <li>• Add &amp; delete bookmarks</li> <li>• Create &amp; delete cross-references</li> <li>• Add captions</li> <li>• Create a table of figures</li> <li>• Create &amp; edit index entries</li> </ul>
5	Wednesday 16/01/19 11:30 - 12:30	Document Security and Hyperlinks	<ul style="list-style-type: none"> <li>• Password protect a document</li> <li>• Change passwords</li> <li>• Remove password protection</li> <li>• Create and use hyperlinks</li> </ul>
6	Wednesday 23/01/19 11:30 - 12:30	Revision Session	This session is to ensure all learners have a good grasp of the subjects covered so far before moving onto the next topics
7	Wednesday 30/01/19 11:30 - 12:30	Field Codes and Forms	<ul style="list-style-type: none"> <li>• Insert, Delete, Edit and Update Field Codes</li> <li>• Lock or Unlock a Field</li> <li>• Create and edit a form</li> <li>• Change form field options</li> <li>• Protect and delete form fields</li> </ul>
8	Wednesday 06/02/19 11:30 - 12:30	Linking, Embedding and Working Efficiently	<ul style="list-style-type: none"> <li>• Link data into a document</li> <li>• Update and break links</li> <li>• Embed data</li> <li>• Modify embedded data</li> <li>• Appreciate design considerations</li> <li>• Recognise different techniques that are available</li> </ul>

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9	Wednesday 13/02/19 11:30 - 12:30	Master Documents and Templates	<ul style="list-style-type: none"> <li>• Create and use hyperlinks</li> <li>• Save documents in various formats</li> <li>• Create a master document</li> <li>• Create a subdocument</li> <li>• Add or remove a subdocument</li> <li>• Modify a template</li> </ul>
10	Wednesday 20/02/19 11:30 - 12:30	Mail Merge	<ul style="list-style-type: none"> <li>• Editing/Sorting a data source for mail merge</li> <li>• Using various data sources for mail merge</li> <li>• Using 'Ask' fields in a mail merge</li> <li>• Using 'IF...then...else' fields in a mail merge</li> </ul>
11	Wednesday 27/02/19 11:30 - 12:30	Macros and Revision	<ul style="list-style-type: none"> <li>• Recording a Macro</li> <li>• Running a Macro</li> <li>• Assigning a Macro to a button</li> <li>• Revision</li> </ul>