EUROPEAN COMPUTER DRIVING LICENCE / INTERNATIONAL COMPUTER DRIVING LICENCE ADVANCED WORD PROCESSING

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Advanced Word Processing (AM3)

The following is the Syllabus for *Advanced Word Processing*, which provides the basis for the module's practice-based test. The Syllabus for AM3 is over and above the skills and knowledge contained within ECDL / ICDL Module 3, *Word Processing*. Advanced Word Processing anticipates that the candidate has already acquired the skills and knowledge outlined in ECDL / ICDL Module 3.

Module Goals

Advanced Word Processing requires the candidate to use the word processing application to produce advanced document outputs.

The candidate shall be able to:

- Apply advanced text, paragraph, column and table formatting. Convert text to a table and vice versa.

- Work with referencing features like footnotes, endnotes and captions. 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. Work with master documents and subdocuments. Apply document security features.

- Work with watermarks, sections, and headers and footers in a document.

CATEGORY	SKILL SET	REF.	TASK ITEM
AM3.1 Formatting	*AM3.1.1 Text*	AM3.1.1.1	Apply text wrapping options for graphical objects (picture, image, chart, diagram, drawn object), tables.
		AM3.1.1.2	Use find and replace options like: font formats, paragraph formats, paragraph marks, page breaks.
		AM3.1.1.3	Use paste special options: formatted text, unformatted text.
	AM3.1.2 Paragraphs	AM3.1.2.1	Apply line spacing within paragraphs: at least, exactly/ fixed, multiple/proportional.
		AM3.1.2.2	Apply, remove paragraph pagination options.
		AM3.1.2.3	Apply, modify outline numbering in multi-level lists.
	AM3.1.3 Styles	AM3.1.3.1	Create, modify, update a character style.

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CATEGORY	SKILL SET	REF.	TASK ITEM
		AM3.1.3.2	Create, modify, update a paragraph style.
	AM3.1.4 Columns	AM3.1.4.1	Apply multiple column layouts. Change number of columns in a column layout.
		AM3.1.4.2	Change column widths and spacing. Insert, remove lines between columns.
		AM3.1.4.3	Insert, delete a column break.
	AM3.1.5 Tables	AM3.1.5.1	Apply a table autoformat/table style.
		AM3.1.5.2	Merge, split cells in a table.
		AM3.1.5.3	Change cell margins, alignment, text direction.
		AM3.1.5.4	Automatically repeat heading row(s) at the top of each page.
		AM3.1.5.5	Allow, do not allow row(s) to break across pages.
		AM3.1.5.6	Sort data by one column, by multiple columns at the same time.
		AM3.1.5.7	Convert delimited text to a table.
		AM3.1.5.8	Convert a table to text.
AM3.2 Referencing	*AM3.2.1 Captions, Footnotes and Endnotes*	AM3.2.1.1	Add a caption above, below a graphical object, table.
		AM3.2.1.2	Add, delete a caption label.
		AM3.2.1.3	Change caption number format.
		AM3.2.1.4	Insert, modify footnotes, endnotes.
		AM3.2.1.5	Convert a footnote to an endnote. Convert an endnote to a footnote.
	AM3.2.2 Reference Tables and Indexes	AM3.2.2.1	Create, update a table of contents based on specified heading styles and formats.
		AM3.2.2.2	Create, update a table of figures based on specified styles and formats.
		AM3.2.2.3	Mark an index: main entry, subentry. Delete a marked index entry.

CATEGORY	SKILL SET	REF.	TASK ITEM
		AM3.2.2.4	Create, update an index based on marked index entries.
	AM3.2.3 Bookmarks and Cross-References	AM3.2.3.1	Add, delete a bookmark.
		AM3.2.3.2	Create, delete a cross-reference to: numbered item, heading, bookmark, figure, table.
		AM3.2.3.3	Add a cross-reference to an index entry.
AM3.3 Enhancing Productivity	AM3.3.1 Using Fields	AM3.3.1.1	Insert, delete fields like: author, file name and path, file size, fill-in/input.
		AM3.3.1.2	Insert a sum formula field code in a table.
		AM3.3.1.3	Change field number format.
		AM3.3.1.4	Lock, unlock, update a field.
	AM3.3.2 Forms, Templates	AM3.3.2.1	Create, modify a form using available form field options: text field, check box, drop-down menu.
		AM3.3.2.2	Add help text to a form field: visible on status bar, activated by F1 Help key.
		AM3.3.2.3	Protect, unprotect a form.
		AM3.3.2.4	Modify a template.
	AM3.3.3 Mail Merge	AM3.3.3.1	Edit, sort a mail merge recipient list.
		AM3.3.3.2	Insert ask, if…then…else… fields.
		AM3.3.3.3	Merge a document with a recipient list using given merge criteria.
	AM3.3.4 Linking, Embedding	AM3.3.4.1	Insert, edit, remove a hyperlink.
		AM3.3.4.2	Link data from a document, application and display as an object, icon.
		AM3.3.4.3	Update, break a link.
		AM3.3.4.4	Embed data into a document as an object.
		AM3.3.4.5	Edit, delete embedded data.

CATEGORY	SKILL SET	REF.	TASK ITEM
	AM3.3.5 Automation	AM3.3.5.1	Apply automatic text formatting options.
		AM3.3.5.2	Create, modify, delete automatic text correction entries.
		AM3.3.5.3	Create, modify, insert, delete automatic text entries.
		AM3.3.5.4	Record a simple macro like: change page setup, insert a table with a repeating heading row, insert fields in document header, footer.
		AM3.3.5.5	Run a macro.
		AM3.3.5.6	Assign a macro to a custom button on a toolbar.
AM3.4 Collaborative Editing	*AM3.4.1 Tracking and Reviewing*	AM3.4.1.1	Turn on, off track changes. Track changes in a document using a specified display view.
		AM3.4.1.2	Accept, reject changes in a document.
		AM3.4.1.3	Insert, edit, delete, show, hide comments/notes.
		AM3.4.1.4	Compare and merge documents.
	AM3.4.2 Master Documents	AM3.4.2.1	Create a new master document by creating sub documents from headings.
		AM3.4.2.2	Insert, remove a subdocument in a master document.
		AM3.4.2.3	Use text outline/navigator options: promote, demote, expand, collapse, move up, move down.
	AM3.4.3 Security	AM3.4.3.1	Add, remove password protection for a document: to open, to modify.
		AM3.4.3.2	Protect a document to only allow tracked changes or comments.
AM3.5 Prepare Outputs	*AM3.5.1 Sections*	AM3.5.1.1	Create, modify, delete section breaks in a document.
		AM3.5.1.2	Change page orientation, page vertical alignment, margins for sections of a document.

CATEGORY	SKILL SET	REF.	TASK ITEM
	AM3.5.2 Document Setup	AM3.5.2.1	Apply different headers and footers to sections, first page, odd and even pages in a document.
		AM3.5.2.2	Add, modify, remove a watermark in a document.

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