



ECDL



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

Syllabus Version 3.0

**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   |
|--------------|----------------|-------|---|
| 1 Formatting | 1.1 Text       | 1.1.1 | Apply text wrapping options for graphical objects (picture, chart, diagram, drawn object), tables.  |
|              |                | 1.1.2 | Use find and replace options like: matching case, whole words, font formats, paragraph formats, paragraph marks, page breaks.               |
|              |                | 1.1.3 | Use paste special options: formatted text, unformatted text.  |
|              | 1.2 Paragraphs | 1.2.1 | Apply line spacing within paragraphs: at least, exactly/ fixed, multiple/proportional.  |
|              |                | 1.2.2 | Apply, remove paragraph pagination options.   |
|              |                | 1.2.3 | Apply, modify outline numbering in multi-level lists.   |
|              | 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. |
|              |                | 1.3.2 | Create, modify, update a character style.   |
|              |                | 1.3.3 | Create, modify, update a paragraph style.   |
|              | 1.4 Columns    | 1.4.1 | Apply multiple column layouts. Change number of columns in a column layout.   |
|              |                | 1.4.2 | Change column widths and spacing. Insert, remove lines between columns.   |

| CATEGORY                           | SKILL SET                            | REF.  | TASK ITEM   |
|------------------------------------|--------------------------------------|---|---|
| 2 Referencing                      | 1.5 Tables                           | 1.4.3   | Insert, delete a column break.                                      |
|                                    |                                      | 1.5.1   | Apply a table autoformat/table style.                               |
|                                    |                                      | 1.5.2   | Merge, split cells in a table. Split a table.                       |
|                                    |                                      | 1.5.3   | Change cell margins, alignment, text direction.                     |
|                                    |                                      | 1.5.4   | Automatically repeat heading row(s) at the top of each page.        |
|                                    |                                      | 1.5.5   | Allow, do not allow row(s) to break across pages.                   |
|                                    |                                      | 1.5.6   | Sort data by one column, by multiple columns at the same time.      |
|                                    |                                      | 1.5.7   | Convert delimited text to a table.                                  |
|                                    | 1.5.8                                | Convert a table to text.  |   |
|                                    | 2.1 Captions, Footnotes and Endnotes | 2.1.1   | Add a caption above, below a graphical object, table.               |
|                                    |                                      | 2.1.2   | Add, delete a caption label.  |
|                                    |                                      | 2.1.3   | Change caption number format.                                       |
|                                    |                                      | 2.1.4   | Insert, modify footnotes, endnotes.                                 |
|                                    |                                      | 2.1.5   | Convert a footnote to an endnote. Convert an endnote to a footnote. |
|                                    |                                      | 2.2 Citations and Bibliography  | 2.2.1   |
| 2.2.2                              |                                      |   | Set, modify citation style.   |
| 2.2.3                              | Create, update a bibliography.       |   |   |
| 2.3 Reference Tables and Indexes   | 2.3.1                                | Create, update a table of contents based on specified heading styles and formats. |   |
|                                    | 2.3.2                                | Create, update a table of figures based on specified styles and formats.          |   |
|                                    | 2.3.3                                | Edit a table of contents, table of figures like: heading styles, format, leaders. |   |
|                                    | 2.3.4                                | Mark an index: main entry, subentry. Delete a marked index entry.                 |   |
|                                    | 2.3.5                                | Create, update an index based on marked index entries.                            |   |
| 2.4 Bookmarks and Cross-References | 2.4.1                                | Add, delete a bookmark.   |   |

| CATEGORY                        | SKILL SET                     | REF.  | TASK ITEM  |   |
|---------------------------------|-------------------------------|---|--|---|
| <b>3 Enhancing Productivity</b> | <i>3.1 Using Fields</i>       | 2.4.2   | Create, update, delete a cross-reference to: numbered item, heading, bookmark, figure, table.    |   |
|                                 |                               | 2.4.3   | Add a cross-reference to an index entry.   |   |
|                                 |                               | 3.1.1   | Insert, delete fields like: file name and path, file size, total page number.                    |   |
|                                 |                               |   | 3.1.2  | Insert a formula field code in a table like: sum, average, count. |
|                                 |                               |   | 3.1.3  | Change field number, date format.                                 |
|                                 |                               |   | 3.1.4  | Lock, unlock, update a field.                                     |
|                                 | <i>3.2 Forms, Templates</i>   | 3.2.1   | Create, modify a form using available form field options: text field, check box, drop-down menu. |   |
|                                 |                               | 3.2.2   | Protect, unprotect a form.   |   |
|                                 |                               | 3.2.3   | Save a document as a template, modify a template.  |   |
|                                 |                               | 3.2.4   | Modify the default template.   |   |
|                                 | <i>3.3 Mail Merge</i>         | 3.3.1   | Edit, sort, filter a mail merge recipient list.  |   |
|                                 |                               | 3.3.2   | Insert ask, if...then...else... fields.  |   |
|                                 |                               | 3.3.3   | Merge a document with a recipient list using given merge criteria.                               |   |
|                                 | <i>3.4 Linking, Embedding</i> | 3.4.1   | Create a simple chart in a document.   |   |
|                                 |                               | 3.4.2   | Link data from a document, application and display as an object, icon.                           |   |
|                                 |                               | 3.4.3   | Update, break a link.  |   |
|                                 |                               | 3.4.4   | Embed data into a document as an object.   |   |
|                                 |                               | 3.4.5   | Edit, delete embedded data.  |   |
|                                 | <i>3.5 Automation</i>         | 3.5.1   | Modify automatic text formatting options.  |   |
|                                 |                               | 3.5.2   | Create, modify, delete automatic text correction entries.  |   |
| 3.5.3                           |                               | Create, modify, insert, delete automatic text entries.  |  |   |
| 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. |  |   |
| 3.5.5                           |                               | Run a macro.  |  |   |

| CATEGORY                       | SKILL SET                         | REF.  | TASK ITEM   |
|--------------------------------|-----------------------------------|-------|---|
|                                |                                   | 3.5.6 | Assign a macro to a custom button.  |
| <b>4 Collaborative Editing</b> | <i>4.1 Tracking and Reviewing</i> | 4.1.1 | Turn on, off track changes. Track changes in a document locally, online using a specified display view. |
|                                |                                   | 4.1.2 | Accept, reject changes in a document locally, online.   |
|                                |                                   | 4.1.3 | Insert, edit, delete, show, hide comments/notes in a document locally, online.                          |
|                                |                                   | 4.1.4 | Compare and merge documents.  |
|                                | <i>4.2 Security</i>               | 4.2.1 | Add, remove password protection for a document: to open, to modify.                                     |
|                                |                                   | 4.2.2 | Protect a document to only allow tracked changes or comments.   |
| <b>5 Preparing Outputs</b>     | <i>5.1 Sections</i>               | 5.1.1 | Create, modify, delete section breaks in a document.  |
|                                |                                   | 5.1.2 | Change page orientation, page vertical alignment, margins for sections of a document.                   |
|                                | <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.          |
|                                |                                   | 5.2.2 | Add, modify, remove a watermark in a document.  |
|                                | <i>5.3 Spelling, Thesaurus</i>    | 5.3.1 | Set, modify default spell check language.   |
|                                |                                   | 5.3.2 | Use Thesaurus to search, insert alternative word(s).  |