



This module is a high-level certification programme through which candidates can demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity 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.

On completion of this module the candidate will 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.

#### WHAT ARE THE BENEFITS OF THIS MODULE?

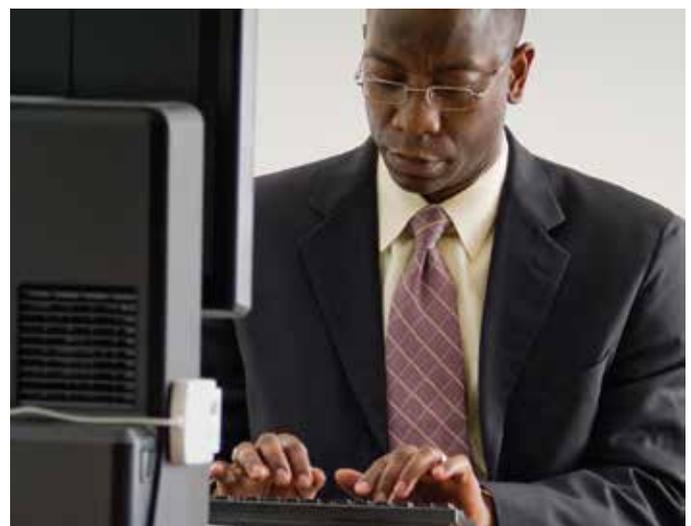
- Allows users to become more confident, efficient and effective in using a word processing application.
- Proves mastery of the application.
- Enables users to produce and manage large, complex word processing outputs.
- Improves user's productivity and saves time.
- Developed with input from computer users, subject matter experts and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

#### HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit [www.icdl.org/programmes](http://www.icdl.org/programmes).

#### SYLLABUS OUTLINE

CATEGORY	SKILL SET
Formatting	<ul style="list-style-type: none"> <li>• Text</li> </ul>
Referencing	<ul style="list-style-type: none"> <li>• Captions, Footnotes and Endnotes</li> <li>• Reference Tables and Indexes</li> <li>• Bookmarks and Cross-References</li> </ul>
Enhancing Productivity	<ul style="list-style-type: none"> <li>• Using Fields</li> <li>• Forms, Templates</li> <li>• Mail Merge</li> <li>• Linking, Embedding</li> <li>• Automation</li> </ul>
Collaborative Editing	<ul style="list-style-type: none"> <li>• Tracking and Reviewing</li> <li>• Master Documents</li> <li>• Security</li> </ul>
Prepare Outputs	<ul style="list-style-type: none"> <li>• Sections</li> <li>• Document Setup</li> </ul>





This module is a high-level certification programme which presents candidates with the opportunity to bring their spreadsheet skills to an expert level. Completion of this module will enable candidates to master the more advanced functions of spreadsheet applications, enabling them to produce more sophisticated reports, and to perform complex mathematical and statistical calculations, thus saving time and improving productivity in the completion of tasks.

On completion of this module the candidate will be able to:

- Apply advanced formatting options such as conditional formatting and customised number formatting and handle worksheets.
- Use functions such as those associated with logical, statistical, financial and mathematical operations.
- Create charts and apply advanced chart formatting features.
- Work with tables and lists to analyse, filter and sort data. Create and use scenarios.
- Validate and audit spreadsheet data.
- Enhance productivity by working with named cell ranges, macros and templates.
- Use linking, embedding and importing features to integrate data.
- Collaborate on and review spreadsheets. Apply spreadsheet security features.

#### WHAT ARE THE BENEFITS OF THIS MODULE?

- Allows users to become more confident, efficient and effective in using a spreadsheet application.
- Proves mastery of the application.
- Enables users to produce better reports with deeper data analysis.
- Improves user's productivity.
- Developed with input from computer users, subject matter experts and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

#### HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit [www.icdl.org/programmes](http://www.icdl.org/programmes).

#### SYLLABUS OUTLINE

CATEGORY	SKILL SET
Formatting	• Worksheets
Functions and Formulas	• Using Functions and Formulas
Charts	• Creating Charts • Formatting Charts
Analysis	• Using Tables • Sorting and Filtering • Scenarios
Validating and Auditing	• Validating • Auditing
Enhancing Productivity	• Naming Cells • Paste Special • Templates • Linking, Embedding and Importing • Automation
Collaborative Editing	• Tracking and Reviewing • Security





Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	Region 10	Group 3	Group 4
11992	12003	14348	16693	19038	21388	5032	4923	7023	6012
						3202	4434	5023	7135
						5666			

This module is a high-level certification programme that enables candidates to use the many advanced tools available in database applications to better manage and organise structured information. Successful completion of this module will enable candidates to maximise database functions, in order to manage and analyse high volumes of data, thus enabling the production of the quantity and quality of information that business today demands.

On completion of this module the candidate will be able to:

- Understand key concepts of database development and usage.
- Create a relational database using advanced table creation features and complex relationships between tables.
- Design and use queries to create a table, update, delete and append data. Refine queries using wildcards, parameters and calculations.
- Use controls and subforms to enhance forms and improve functionality.
- Create report controls to perform calculations. Create subreports and enhance report presentation.
- Enhance productivity by working with macros and use linking and importing features to integrate data.

#### WHAT ARE THE BENEFITS OF THIS MODULE?

- Allows users to become more confident, efficient and effective in using a database application.
- Proves mastery of the application.
- Enables users to retrieve and produce higher quality management information.
- Improves user's productivity.
- Developed with input from computer users, subject matter experts and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

#### HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit [www.icdl.org/programmes](http://www.icdl.org/programmes).

#### SYLLABUS OUTLINE

CATEGORY	SKILL SET
Database Concepts	• Database Development and Use
Tables and Relationships	• Fields/Columns Relationships and Joins
Queries	• Query Types • Refining a Query
Forms	• Controls
Reports	• Controls • Presentation
Enhancing Productivity	• Linking, Importing • Automation





This module is a high-level certification programme for candidates who wish to create effective, high-impact presentations using advanced features and who need to be able to prove their skills in this area. The programme covers advanced presentation features that will allow candidates to use the presentation application to its full potential, and to plan and design more effective presentations that have greater impact and that will better engage and involve an audience.

On completion of this module the candidate will be able to:

- Understand target audience and venue considerations in presentation planning.
- Create and modify templates and format slide backgrounds.
- Enhance a presentation using built-in drawing and image tools.
- Apply advanced chart formatting features and create and edit diagrams.
- Insert movies and sound and apply built-in animation features.
- Use linking, embedding, importing and exporting features to integrate data.
- Work with custom slide shows, apply slide show settings, and control a slide show.

#### WHAT ARE THE BENEFITS OF THIS MODULE?

- Allows users to become more confident, efficient and effective in using a presentation application.
- Proves mastery of the application.
- Enables users to plan and design more effective presentations.
- Improves user's productivity.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

#### HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit [www.icdl.org/programmes](http://www.icdl.org/programmes).

#### SYLLABUS OUTLINE

CATEGORY	SKILL SET
Presentation Planning	<ul style="list-style-type: none"> <li>• Audience and Environment</li> <li>• Design, Content and Layout</li> </ul>
Slide Masters and Templates	<ul style="list-style-type: none"> <li>• Slide Masters</li> <li>• Templates</li> </ul>
Graphical Objects	<ul style="list-style-type: none"> <li>• Formatting Drawn Objects</li> <li>• Formatting Pictures, Images</li> <li>• Handling Graphical Objects</li> </ul>
Charts and Diagrams	<ul style="list-style-type: none"> <li>• Using Charts</li> <li>• Using Diagrams</li> </ul>
Multimedia	<ul style="list-style-type: none"> <li>• Movies, Sound</li> <li>• Animation</li> </ul>
Enhancing Productivity	<ul style="list-style-type: none"> <li>• Linking, Embedding</li> <li>• Importing, Exporting</li> </ul>
Managing Presentations	<ul style="list-style-type: none"> <li>• Custom Shows</li> <li>• Slide Show Settings</li> <li>• Slide Show Control</li> </ul>

