ICDL
Arabia

ADVANCED WORD PROCESSING

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.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Formatting	• Text
Referencing	• Captions, Footnotes and Endnotes • Reference Tables and Indexes • Bookmarks and Cross-References
Enhancing Productivity	• Using Fields • Forms, Templates • Mail Merge • Linking, Embedding • Automation
Collaborative Editing	• Tracking and Reviewing • Master Documents • Security
Prepare Outputs	• Sections • Document Setup

HOW DO I GET STARTED?
To find out more about this certification, please visit www.icdlarabia.org/certifications
To locate your nearest accredited test centre, please visit www.icdlarabia.org/find-test-centre