



**Astral House
Eyre Street
Newbridge
Co Kildare**

**Phone Fax 045434711
Mobile 0851650106**

**E-mail info@astrotraining.com
Web www.astrotraining.com**

Overview of ECDL Advanced Course

The Syllabus for Module C (Word Processing) and Module D (Spreadsheets),
Advanced ECDL:

- Provides the basis for the practice-based test
- Is over and above the ECDL Module 3 (Word Processing) and Module 4 (Spreadsheet) syllabus
- Includes every Skill Set and Task Item of the current ECDL Syllabus in Word Processing and Spreadsheets

Module C – Word Processing

- C3.1 Adjust Settings
- C3.2 Advanced Editing Features
- C3.3 Tables
- C3.4 Templates and Forms
- C3.5 Advanced Page Layout
- C3.6 Large Documents
- C3.7 Macros
- C3.8 Mail Merge
- C3.9 Graphics

Module D – Spreadsheets

- D4.1 Adjust Settings
- D4.2 File Handling
- D4.3 Formatting a Worksheet
- D4.4 Formulas
- D4.5 Finishing and Printing
- D4.6 Charts
- D4.7 Graphics
- D4.8 Sorting and Filtering
- D4.9 Multiple Workbooks
- D4.11 Macros

Course Duration: 30 Hours, Cost: €600 Cost includes Skills Card, Exam Fees and Training Manual