

ICDL Module 3: ES WSQ - Perform Advanced Word Processing Functions (Microsoft Word 2010 Fast Track) - Supervisory Level

Course Aims

This course provides the basis for the practice-based test for ICDL Module 3 Advanced Word Processing exam.

The exam requires the candidate to demonstrate the ability to use a word processing application on a personal computer. He or she shall understand and be able to accomplish advanced operations associated with creating, formatting and finishing a word processing document ready for distribution. The candidate shall demonstrate competence in using some of the more advanced features associated with word processing applications such as using mail merge tools, footnotes, bookmarks.

Pre-requisites

Competency in Module 3: Perform Word Processing Operations Level will be an added advantage

Level	Duration	Time
Advanced	2 Days / 16 Hours	9:00 am to 6:00 pm

Module 1. Working Efficiently

- Design
- Techniques
- Hyperlinks
- Saving
- Revision

Module 2. Text Editing

- Find and Replace
- Paste Special Options
- AutoCorrect
- AutoFormat
- AutoText
- Text Flow and Wrap
- Revision

Module 3. Paragraph Editing

- Line Spacing
- Pagination Options
- Creating Styles
- Modifying Styles
- Outline Level Styles
- Multilevel List
- Revision

Module 4. Document Setup

- Adding/Deleting Section Breaks
- Applying Section Formatting
- Section Headers and Footers
- Multiply Column Layout
- Modifying Column Layout
- Modifying Column Width/Spacing
- Creating a Watermark
- Modifying and Deleting a Watermark
- Revision

Module 5. Tables

- Table Styles
- Merging and Splitting Cells
- Converting Text to a Table
- Sorting Table Data
- Performing Calculations
- Table Properties and Setup
- Revision

Module 6. Referencing

- Creating Footnotes and Endnotes
- Modifying/Deleting Footnotes and Endnotes
- Creating a Table of Contents
- Updating a Table of Contents
- Adding and Deleting Bookmarks
- Cross-Referencing
- Adding Numbered Captions
- Creating a Table of Figures
- Creating Index Entries
- Revision

Module 7. Collaborative Editing

- Adding/Editing Comments
- Tracking Changes
- Accepting and Rejecting Changes
- Compare and Combine
- Revision

Module 8. Document Security

- Password Protection
- Removing and Changing Passwords
- Revision

Module 9. Master Documents and Templates

- Creating a Master Document
- Creating a SubDocument
- Adding and Removing a SubDocument
- Modifying a Template
- Revision

Module 10. Field Codes and Forms

- Working with Field Codes
- Editing and Updating Field Codes
- Locking/Unlocking Fields
- Creating and Editing Forms
- Form Field Options
- Protecting Form Fields
- Revision

Module 11. Mail Merge

- Editing a Data Source
- Sorting a Data Source
- Using Different Data Source
- Ask and IF Fields

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- Revision

Module 12. Linking and Embedding

- Linking Data
- Updating Links
- Embedding Data
- Modifying Embedded Data
- Revision

Module 13. Macros

- Recording a Macro
- Running a Macro
- Assigning a Macro to a Button
- Revision