

ECCC SYLLABUS

MODULE: **IT M2** EDITING DOCUMENTS

LEVEL: INTERMEDIATE **(B)**

The examination of this module includes all issues from basic **(A)** level extended to the competences set out below.

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
1. Creating document content	1.1. Searching and replacing content in the document. 1.2. Checking spelling. 1.3. Defining the different language versions of content. 1.4. Sorting content. 1.5. Creating charts and graphs. 1.6. Using predefined texts. 1.7. Editing document properties. 1.8. Creating footnotes.
2. Structuring of the document	2.1. Creating multi-column documents. 2.2. Standard parameters of the header and footer. 2.3. Inserting links (hyperlinks) to the documents. 2.4. Page breaks, columns.
3. Document Formatting	3.1. Tabs when working with the document. 3.2. Bordering and shading elements of the document structures. 3.3. Advanced formatting of text. 3.4. Advanced formatting of paragraphs of text. 3.5. The use of sections and defining its parameters. 3.6. Advanced formatting of table and its elements. 3.7. Formatting bulleted or numbered lists.
4. Document Management	4.1. Saving and opening documents in various formats. 4.2. Advanced properties for printing the document. 4.3. Inserting, editing and deleting comments. 4.4. Creating and printing envelopes and mailing labels. 4.5. Basics of creating a mail merge.