

ECCC SYLLABUS

MODULE: **IT M2 WORD PROCESSING**

LEVEL: **ADVANCED (C)**

The exam covers all the material taught at pre-intermediate level (B) together with the skills listed below.

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
1. Working with documents	1.1. Creating, using and modifying styles (advanced). 1.2. Inserting and formatting graphical elements (advanced). 1.3. Converting tables to text. 1.4. Inserting and formatting SmartArt shapes. 1.5. Advanced document printing options.
2. Complex documents and ways of handling them	2.1. The special field in Word. 2.2. Advanced numbering functions. 2.3. Advanced use of sections in Word documents. 2.4. Inserting files as links to documents. 2.5. Table of contents – advanced functions.
3. Working with documents optimization	3.1. Creating forms. 3.2. Inserting date fields into an electronic form. 3.3. Mail merge – advanced functions. 3.4. Advanced visual effects in Word documents. 3.5. Document protection – advanced functions.
4. Making your work easier with advanced tools	4.1. Charts in Word documents. 4.2. Registering macros. 4.3. Document outline view. 4.4. Inserting a spreadsheet into a document. 4.5. Formulas in a Word document.