
ECCC SYLLABUS

MODULE: **IT M2** EDITION OF DOCUMENTS

LEVEL: **EXPERT (D)**

A range of exam in the module contains all tasks from medium level (C) plus competences pointed out below.

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
1. MS Word as an editor of WWW	1.1. Rules of creating websites with usage of MS Word. 1.2. Final process of creating websites
2. Calculations in an MS Word document	2.1. Application of advanced calculating formulas in MS Word documents 2.2. Creating own calculating formulas
3. Merging MS Word document with other applications	3.1. Cooperation with MS Excel application 3.2. Cooperation with MS office other applications
4. Visual Basic for Applications in MS Word document	4.1. Creating macro commands in Visual Basic for Applications language (VBA) 4.2. Ascribing of macro commands to MS Word ribbon