ICDL

ADVANCED WORD PROCESSING

[CRS-Q-0040720-ES]

SSTC school of Professional Development
A DIVISION OF SSTC INSTITUTE

CERTIFIED SKILLS FOR A DIGITAL WORLD

PERFORM ADVANCED WORD PROCESSING FUNCTIONS (ICDL ADVANCED WORD PROCESSING)

- Apply Advanced Formatting of Text, Paragraphs, Styles, Columns & Tables
- Effective Use of Referencing Features
- Enhancing Productivity Using Fields, Forms/Templates, Linking/ Embedding & Automation
- Collaborative Editing

GLOBALLY RECOGNISED STANDARD

SSG APPROVED & SFC ELIGIBLE

OVER 16 MILLION PEOPLE CERTIFIED WORLDWIDE

DIGITAL SKILLS FOR OCCUPATIONAL EFFECTIVENESS

ENQUIRE NOW!

+65 6235 5685
info@sstc.edu.sg

TRAINING LOCATION CONNECTED TO **FARRER PARK MRT [NE8]**

edutrust SINGAPORE
Cert. No.: EDU-2-2049
Validity : 08/05/2017 - 07/05/2021

SSTC Institute
Reg. No. 200402964R
Validity: 20/05/2019 - 19/05/2023

MODULE GOALS

Successful candidates will be able to:

- ☑ Apply advanced text, paragraph, column and table formatting. Maintain a consistent design through the use of character and paragraph styles.
- ☑ Work with referencing features like footnotes, endnotes and captions. Manage citations and bibliography using a chosen citation style. Create tables of contents, indexes and cross-references.
- ☑ Enhance productivity by using fields, forms and templates.
- ☑ Apply advanced mail merge techniques and work with automation features like macros.
- ☑ Use linking and embedding features to integrate data.
- ☑ Collaborate on and review documents locally or online. Apply document security features.
- ☑ Work with watermarks, sections, and headers and footers in a document. Use a thesaurus and manage spell check settings.

COURSE CONTENT

1. FORMATTING
- 1.1 Text
- 1.2 Paragraphs
- 1.3 Styles
- 1.4 Columns
- 1.5 Tables

2. REFERENCING
- 2.1 Captions, Footnotes and Endnotes
- 2.2 Citations and Bibliography
- 2.3 Reference Tables and Indexes
- 2.4 Bookmarks and Cross-References

3. ENHANCING PRODUCTIVITY
- 3.1 Using Fields
- 3.2 Forms, Templates
- 3.3 Mail Merge
- 3.4 Linking, Embedding
- 3.5 Automation

4. COLLABORATIVE EDITING
- 4.1 Tracking and Reviewing
- 4.2 Security

5. PREPARING OUTPUTS
- 5.1 Sections
- 5.2 Document Setup
- 5.3 Spelling, Thesaurus

COURSE DETAILS

DURATION

23 training hours
1 assessment hour

MODE OF TRAINING

Full Time/Part Time

COURSE LANGUAGE

English

ENTRY REQUIREMENTS

Demonstrate listening, speaking, reading, and writing skills (English) at a level equivalent to Employability Skills System (ESS) Literacy Level 4

Demonstrate numeracy skills at a level equivalent to Employability Skills (ESS) Numeracy Level 4

COST COMPONENTS PER TRAINEE

Course Fee (excluding GST)	$540.00
Goods and Services Tax	$37.80
TOTAL	$577.80

ICDL COURSES@SSTC

Word Processing
Spreadsheets
Advanced Spreadsheets
Presentation
Advanced Presentation
Online Collaboration
Digital Marketing
Secure Use of IT
Image Editing (Photoshop)
ICT in Education