

## ECDL Advanced Word Processing

### Applying for this course:

To apply for this course, you should be 16 years of age or older and ideally hold at least an 'O' Level standard of education in order to allow you to follow terminology and course notes with greater facility. If you do not have these qualifications but possess other qualifications or relevant experience, kindly contact us on [qa.jobsplus@gov.mt](mailto:qa.jobsplus@gov.mt), stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birzebbuga, Ħal Far BBG3000.

### Course Duration

This course is of 17 hours duration and consists of one Module - (including 0.75-hour assessment)

### General pedagogical guidelines and procedures for this course:

The delivery of this course will be mainly held through a series of practical, hands-on exercises. The trainer will be holding lessons with the learners in a computer lab set-up, which will consist of various discussions and client-specific case studies.

### General assessment policy and procedures for this course:

The learner will be assessed through an ongoing assessment for learning by way of oral, written or practical exercises that will take place throughout each module, to assess and consolidate the learning being covered.

### Module 1 Learning Outcomes- **Advanced Word Processing**

- |   |                          |
|---|--------------------------|
| ✓ Formatting Text, Paragraphs, Styles, Columns and Tables | ✓ Mail Merge             |
| ✓ Captions, Footnotes and Endnotes                        | ✓ Linking and Embedding  |
| ✓ Reference Tables and Indexes                            | ✓ Tracking and Reviewing |
| ✓ Bookmarks and Cross References                          | ✓ Master Documents       |
| ✓ Using Fields  | ✓ Security               |
| ✓ Forms and Templates                                     | ✓ Sections               |
|   | ✓ Document Setup         |

### Module Assessment:

A summative assessment will be held at the end of the unit. This will take the form of an online assessment based on multiple choice questions and simulations. This assessment will be on a Pass/Fail basis.

The duration of this assessment is of 45 minutes and the pass mark is that of 75%.