

## 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 Birżebbuġa, Ғal Far BBG3000.

**On successful completion of this Advanced Word Processing Course, the learner will have theoretical and practical knowledge of :**

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

**The ECDL Advanced Certificate is deemed to be at Level 4 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning.**