

## Prerequisites

Knowledge of the basic concepts and hands-on experience with the Windows operating systems and MS Office.

ECDL/ICDL-Contents:

- Apply advanced text, paragraph, column and table formatting.
  - Work with referencing features like footnotes, endnotes and captions.
  - Enhance productivity by using fields, forms and templates.
  - Apply advanced mail merge techniques
  - Use linking and embedding features to integrate data.
  - Manipulations with headers and footers in a document.
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- Apply advanced formatting options such as conditional formatting and customized number formatting and handle worksheets.
  - Use functions and formulas.
  - Create charts and apply advanced chart formatting features.
  - Work with tables and lists to analyze, filter and sort data.
  - Use linking, embedding and importing features to integrate data.
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- Understand key concepts of database development and usage.
  - Create a relational database and relationships between tables.
  - Create forms to improve functionality.
  - Create report controls to perform calculations.
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- Create and modify templates and format slide backgrounds.
  - Enhance a presentation using built-in drawing and image tools.
  - Apply advanced chart formatting features and create and edit diagrams.
  - Insert movies and sound and apply built-in animation features.
  - Use linking, embedding, importing and exporting features to integrate data.
  - Work with custom slide shows, apply slide show settings, and control a slide show.

