

# EUROPEAN COMPUTER DRIVING LICENCE

## Module AM3, Word Processing, Advanced – Level

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## Module AM3, Word Processing, Advanced - Level

The following is the Syllabus for Module AM3, *Word Processing, Advanced - Level*, which provides the basis for the practice-based test in this module domain. The Syllabus for Module AM3 is over and above the Skills Sets and underpinning knowledge contained within the ECDL Module 3, *Word Processing, Version 3.0 Syllabus*. The advanced level designation for Module AM3 anticipates that the candidate has already mastered the Skill Sets and acquired the knowledge outlined in Module 3 of ECDL Syllabus Version 3.0

## Module Goals

**Module AM3** *Word Processing, Advanced – Level*, requires the candidate to use the word processing application to produce what are deemed to be advanced word processing document outputs. The candidate shall be able to operate effectively at more than a basic level of competence and be able to produce advanced word processing outputs, illustrating sophisticated typographical, formatting and layout presentations, including tables, forms or graphics. The candidate shall be able to use tools such as macros and to carry out more advanced mail merge operations within the word processing application.

Category	Skill Set	Ref.	Task Item
AM3.1 Editing	AM3.1.1 Text	AM3.1.1.1	Apply text effect options: strikethrough, superscript, subscript, shadow etc.
		AM3.1.1.2	Apply animated text effect options.
		AM3.1.1.3	Use automatic text correction options.
		AM3.1.1.4	Apply automatic text formatting options.
		AM3.1.1.5	Use automatic text entry options.
		AM3.1.1.6	Use text wrapping options.
		AM3.1.1.7	Use text orientation options.
		AM3.1.1.8	Use available text design gallery options.
	AM3.1.2 Paragraphs	AM3.1.2.1	Use paragraph shading options.
		AM3.1.2.2	Use paragraph border options.
		AM3.1.2.3	Apply widow and orphan controls to paragraphs.
		AM3.1.2.4	Create new character or paragraph styles.
		AM3.1.2.5	Modify existing character or paragraph

Category	Skill Set	Ref.	Task Item
			styles.
	<i>AM3.1.3 Templates</i>	AM3.1.2.6	Use outline options.
		AM3.1.3.1	Change basic formatting and layout options in a template.
		AM3.1.3.2	Create a new template based on an existing document or template.
	<i>AM3.1.4 Collaborative Editing</i>	AM3.1.4.1	Add or remove text comments.
		AM3.1.4.2	Edit text comments.
		AM3.1.4.3	Use highlighting options to track changes in a document.
		AM3.1.4.4	Accept or reject changes in a document.
<b>AM3.2 Layout</b>	<i>AM3.2.1 Master Documents</i>	AM3.2.1.1	Create a new master document.
		AM3.2.1.2	Create a sub-document based on heading styles within a master document.
		AM3.2.1.3	Add or remove a sub-document within a master document.
	<i>AM3.2.2 Table of Contents</i>	AM3.2.2.1	Create a table of contents.
		AM3.2.2.2	Update and modify an existing table of contents.
		AM3.2.2.3	Apply formatting options to a table of contents.
	<i>AM3.2.3 Sections</i>	AM3.2.3.1	Create sections in a document.
		AM3.2.3.2	Delete section breaks in a document.
	<i>AM3.2.4 Columns</i>	AM3.2.4.1	Create multiple column layouts.
		AM3.2.4.2	Modify column layouts.
		AM3.2.4.3	Modify column width and spacing.
		AM3.2.4.4	Insert a column break.
		AM3.2.4.5	Delete a column break
<b>AM3.3 Document Organisation</b>	<i>AM3.3.1 Referencing</i>	AM3.3.1.1	Add or delete a bookmark.
		AM3.3.1.2	Create or edit an index.

Category	Skill Set	Ref.	Task Item	
AM3.4 Document Elements	AM3.3.2 Field Codes	AM3.3.1.3	Create or delete a cross-reference.	
		AM3.3.2.1	Insert a field code.	
		AM3.3.2.2	Edit or update a field code entry.	
		AM3.3.2.3	Lock or unlock a field.	
	AM3.3.3 Footnotes / Endnotes	AM3.3.2.4	Delete a field code.	
		AM3.3.3.1	Create or delete footnotes and endnotes.	
		AM3.3.3.2	Modify existing footnotes or endnotes.	
	AM3.3.4 Security	AM3.3.3.3	Modify format and positioning of footnotes or endnotes.	
		AM3.3.4.1	Add password protection to a document.	
	AM3.4.1 Tables	AM3.3.4.2	AM3.3.4.2	Remove password protection from a document.
			AM3.4.1.1	Use merge and split cell options in a table.
		AM3.4.1.2	Convert tabbed text into a table.	
		AM3.4.1.3	Sort data (alphabetic or numeric) in a table (ascending or descending order).	
		AM3.4.1.4	Perform addition calculations on a numeric list in a table.	
AM3.4.2 Forms		AM3.4.2.1	Create and edit a form.	
		AM3.4.2.2	Use available form field options: text field, check box, drop-down menu etc.	
		AM3.4.2.3	Delete fields in a form.	
		AM3.4.2.4	Protect a form.	
AM3.4.3 Text Boxes		AM3.4.3.1	Insert or delete text boxes.	
	AM3.4.3.2	Edit, move, or re-size text boxes.		
	AM3.4.3.3	Apply border and shading options in text boxes.		
	AM3.4.3.4	Link text boxes.		

Category	Skill Set	Ref.	Task Item
	<i>AM3.4.4 Spreadsheets</i>	<b>AM3.4.4.1</b>	Modify an embedded worksheet in a document.
		<b>AM3.4.4.2</b>	Create a chart from a table or pasted worksheet data in a document.
		<b>AM3.4.4.3</b>	Modify the formatting of a chart created from a table or pasted worksheet data.
		<b>AM3.4.4.4</b>	Position a chart in a document.
	<i>AM3.4.5 Images / Drawing</i>	<b>AM3.4.5.1</b>	Modify image borders.
		<b>AM3.4.5.2</b>	Create a simple drawing using the drawing options.
		<b>AM3.4.5.3</b>	Use pre-defined shapes options
		<b>AM3.4.5.4</b>	Send pre-defined shape to back or front.
		<b>AM3.4.5.5</b>	Send pre-defined shapes in front of or behind text.
		<b>AM3.4.5.6</b>	Group or ungroup pre-defined shapes.
		<b>AM3.4.5.7</b>	Add a watermark to a document.
	<i>AM3.4.6 Captions</i>	<b>AM3.4.6.1</b>	Add or update a caption to an image, table.
		<b>AM3.4.6.2</b>	Apply a numbered caption to an image, figures, table or worksheet.
		<b>AM3.4.6.3</b>	Use automatic caption options.
<b>AM3.5 Special Tools</b>	<i>AM3.5.1 Mail Merge</i>	<b>AM3.5.1.1</b>	Edit a mail merge data source or data file.
		<b>AM3.5.1.2</b>	Sort data source or data file records.
		<b>AM3.5.1.3</b>	Merge a document with a data source or data file using given merge criteria.
	<i>AM3.5.2 Macros</i>	<b>AM3.5.2.1</b>	Record a simple macro (e.g. page setup changes.)
		<b>AM3.5.2.2</b>	Copy a macro.
		<b>AM3.5.2.3</b>	Run a macro.
		<b>AM3.5.2.4</b>	Assign a macro to a custom button on a toolbar.
<b>AM3.6 Printing</b>	<i>AM3.6.1 Preparing to Print</i>	<b>AM3.6.1.1</b>	Print odd number pages only.

Category	Skill Set	Ref.	Task Item
		AM3.6.1.2	Print even number pages only.
		AM3.6.1.3	Print a defined selection.
		AM3.6.1.4	Print a defined number of pages per sheet.