ECDL Advanced: Presentation

What is ECDL Advanced?

ECDL Advanced is an internationally recognised qualification designed to progress the user's computer skills from ECDL to the next level of competence. It has been carefully designed to meet the changing requirements in both IT and the modern world

Currently in the UK, ECDL Advanced offers 4 modules:

- Word Processing
- Spreadsheets
- Database
- Presentation

Who is it for?

ECDL Advanced – Presentation is for the individual who uses presentation skills on a regular basis to produce outputs using advanced formatting and layout techniques and who wishes to prove that their level of skill is beyond that of a basic user

What are the course requirements?

Candidates should have already mastered the skills and acquired the knowledge outlined in ECDL Module 6 - Presentation

Which software is used?

Microsoft Office

How long is the course?

Normally 37.5 hours – 2.5 hours per week spread over 15 weeks

All information is correct at time of print but may be subject to change

Course content

- Management of presentations
- Advanced formatting and layout techniques
- Use of multimedia effects
- Creating advanced charts and graphs
- Using drawing and image tools to enhance presentation

What qualifications are available?

Each ECDL Advanced module: Word Processing, Spreadsheets, Database and Presentation are all stand-alone qualifications. This means that as a candidate you can decide how far you wish to develop your skills

Competence is assessed by means of a one hour task based assessment. An individual certificate is awarded for each module achieved.

Additional information

Assessment costs
£50 per assessment
(To include one diagnostic)
Diagnostic £5
Resit £12

Timing
Exam sessions may take place outside of course times

Course book
ECDL Advanced Presentation Software Using PowerPoint 2013 (BCS ITQ Level 3),
ISBN- 978-0857410450
Learners will need to purchase this book to follow the course

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