

ECDL Advanced - Wordprocessing (BCS Certificate)

Moray College UHI

Venues

Main campus

Content

This BCS Certified course is for the individual who wishes to improve themselves and their productivity by learning more advanced skills in the use of Word Processors.

Word Processors use many advanced features which allow you to enhance your work and boost your productivity, thus saving time. Providing desirable skills for the workplace.

Course content includes:

Applying Advanced Formatting; Using various Referencing features; Use Fields, Forms and Templates; Advanced Mail Merge techniques; Creating and Running Macros; Linking and Embedding features for data integration.

Start Date

Flexible

Qualification

Other

Study Method

Distance and Flexible learning
Part time (day)
Part time (evening)

Course Length

Up to 1 year

Department

Computing and IT

Entry Requirements

Office 365 software is required for study which is available as a free download for students.

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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Website

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