

TM



ICDL Advanced

ICDL Advanced Syllabus 2.0

Content of

Advanced Modules 3 – 6



Editor

PSI Services (Switzerland) Inc.

Elisabethenanlage 7
CH-4051 Basle

Phone +41 61 270 88 77

Fax +41 61 270 88 76

E-Mail info@ecd1.ch

URL www.ecd1.ch

Copyright

© PSI Services (Switzerland) Inc. 2010

All rights reserved. This publication may only be used in connection with the ICDL/ECDL initiative.

Disclaimer

PSI Services (Switzerland) Inc. has taken great care in the preparation of this publication, but can give no warranty for the completeness or accuracy of the information contained within it nor shall ECDL Switzerland AG be liable for any possible damages arising from this information. In case of doubt the version of the ECDL Foundation published at www.ecd1.org applies

You can find the online version of the ICDL/ECDL Advanced Syllabus at www.ecd1.ch

ICDL Advanced – the certificate for Office experts

With the standard features you know from the ICDL Core, certain tasks can only be accomplished with difficulty or not at all. With the skills acquired based on the ICDL Advanced 2.0, you can solve these tasks elegantly and easily.

The ICDL Advanced Syllabus 2.0 you are holding in your hands now, contains the test contents of the following four Office modules: word processing, spreadsheets, database and presentation. It details the knowledge required to pass an ICDL Advanced exam. This list also serves as a checklist to assess, which skills you still need to acquire.

In contrast to the ICDL Core, candidates receive an ICDL Advanced certificate for every module test passed. By attaining all four Advanced certificates you prove that you are an office expert and also receive the ICDL Expert certificate.

Many ICDL test centres offer computer courses for the ICDL Advanced to acquaint you with these programmes. At the same ICDL Advanced Test centres in Switzerland and the Principality of Liechtenstein you can take the ICDL Advanced tests irrespective of whether you took a course there or not.

You can find further information on the ICDL Advanced, as well as an overview of all ICDL test centres at www.ecdl.ch

*Julia van Wijnkoop
Managing Director
PSI Services (Switzerland) Inc.*

ICDL Advanced Syllabus 2.0

May 2010

	Page
Module 3	
Advanced Word Processing (AM3)	5
Module 4	
Advanced Spreadsheets (AM4)	11
Module 5	
Advanced Database (AM5)	17
Module 6	
Advanced Presentation (AM6)	22

Module 3

Advanced Word Processing (AM3)

The following is the Syllabus for *Advanced Word Processing*, which provides the basis for the module's practice-based test. The Syllabus for AM3 is over and above the skills and knowledge contained within ECDL/ICDL Module 3, *Word Processing*. Advanced Word Processing anticipates that the candidate has already acquired the skills and knowledge outlined in ECDL/ICDL Module 3.

Module Goals

Advanced Word Processing requires the candidate to use the word processing application to produce advanced document outputs.

The candidate shall be able to:

- Apply advanced text, paragraph, column and table formatting. Convert text to a table and vice versa.
- Work with referencing features like footnotes, endnotes and captions. Create tables of contents, indexes and cross-references.
- Enhance productivity by using fields, forms and templates.
- Apply advanced mail merge techniques and work with automation features like macros.
- Use linking and embedding features to integrate data.
- Collaborate on and review documents. Work with master documents and subdocuments. Apply document security features.
- Work with watermarks, sections, and headers and footers in a document.

Category	Skill Set	Ref.	Task Item
AM3.1 Formatting	AM3.1.1 Text	AM3.1.1.1	Apply text wrapping options for graphical objects (picture, image, chart, diagram, drawn object), tables.
		AM3.1.1.2	Use find and replace options like: font formats, paragraph formats, paragraph marks, page breaks.

Category	Skill Set	Ref.	Task Item
		AM3.1.1.3	Use paste special options: formatted text, unformatted text.
	AM3.1.2 Paragraphs	AM3.1.2.1	Apply line spacing within paragraphs: at least, exactly/fixed, multiple/proportional.
		AM3.1.2.2	Apply, remove paragraph pagination options.
		AM3.1.2.3	Apply, modify outline numbering in multi-level lists.
	AM3.1.3 Styles	AM3.1.3.1	Create, modify, update a character style.
		AM3.1.3.2	Create, modify, update a paragraph style.
	AM3.1.4 Columns	AM3.1.4.1	Apply multiple column layouts. Change number of columns in a column layout.
		AM3.1.4.2	Change column widths and spacing. Insert, remove lines between columns.
		AM3.1.4.3	Insert, delete a column break.
	AM3.1.5 Tables	AM3.1.5.1	Apply a table autoformat/table style.
		AM3.1.5.2	Merge, split cells in a table.
		AM3.1.5.3	Change cell margins, alignment, text direction.
		AM3.1.5.4	Automatically repeat heading row(s) at the top of each page.
		AM3.1.5.5	Allow, do not allow row(s) to break across pages.

Category	Skill Set	Ref.	Task Item
		AM3.1.5.6	Sort data by one column, by multiple columns at the same time.
		AM3.1.5.7	Convert delimited text to a table.
		AM3.1.5.8	Convert a table to text.
AM3.2 Referencing	AM3.2.1 Captions, Footnotes and Endnotes	AM3.2.1.1	Add a caption above, below a graphical object, table.
		AM3.2.1.2	Add, delete a caption label.
		AM3.2.1.3	Change caption number format.
		AM3.2.1.4	Insert, modify footnotes, endnotes.
		AM3.2.1.5	Convert a footnote to an endnote. Convert an endnote to a footnote.
	AM3.2.2 Reference Tables and Indexes	AM3.2.2.1	Create, update a table of contents based on specified heading styles and formats.
		AM3.2.2.2	Create, update a table of figures based on specified styles and formats.
		AM3.2.2.3	Mark an index: main entry, subentry. Delete a marked index entry.
		AM3.2.2.4	Create, update an index based on marked index entries.
	AM3.2.3 Bookmarks and Cross-References	AM3.2.3.1	Add, delete a bookmark.

Category	Skill Set	Ref.	Task Item
		AM3.2.3.2	Create, delete a cross-reference to: numbered item, heading, bookmark, figure, table.
		AM3.2.3.3	Add a cross-reference to an index entry.
AM3.3 Enhancing Productivity	AM3.3.1 Using Fields	AM3.3.1.1	Insert, delete fields like: author, file name and path, file size, fill-in/input.
		AM3.3.1.2	Insert a sum formula field code in a table.
		AM3.3.1.3	Change field number format.
		AM3.3.1.4	Lock, unlock, update a field.
	AM3.3.2 Forms, Templates	AM3.3.2.1	Create, modify a form using available form field options: text field, check box, drop-down menu.
		AM3.3.2.2	Add help text to a form field: visible on status bar, activated by F1 Help key.
		AM3.3.2.3	Protect, unprotect a form.
		AM3.3.2.4	Modify a template.
	AM3.3.3 Mail Merge	AM3.3.3.1	Edit, sort a mail merge recipient list.
		AM3.3.3.2	Insert ask, if...then...else... fields.
		AM3.3.3.3	Merge a document with a recipient list using given merge criteria.
	AM3.3.4 Linking, Embedding	AM3.3.4.1	Insert, edit, remove a hyperlink.

Category	Skill Set	Ref.	Task Item
		AM3.3.4.2	Link data from a document, application and display as an object, icon.
		AM3.3.4.3	Update, break a link.
		AM3.3.4.4	Embed data into a document as an object.
		AM3.3.4.5	Edit, delete embedded data.
	AM3.3.5 Automation	AM3.3.5.1	Apply automatic text formatting options.
		AM3.3.5.2	Create, modify, delete automatic text correction entries.
		AM3.3.5.3	Create, modify, insert, delete automatic text entries.
		AM3.3.5.4	Record a simple macro like: change page setup, insert a table with a repeating heading row, insert fields in document header, footer.
		AM3.3.5.5	Run a macro.
		AM3.3.5.6	Assign a macro to a custom button on a toolbar.
AM3.4 Collaborative Editing	AM3.4.1 Tracking and Reviewing	AM3.4.1.1	Turn on, off track changes. Track changes in a document using a specified display view.
		AM3.4.1.2	Accept, reject changes in a document.
		AM3.4.1.3	Insert, edit, delete, show, hide comments/notes.

Category	Skill Set	Ref.	Task Item
		AM3.4.1.4	Compare and merge documents.
	AM3.4.2 Master Documents	AM3.4.2.1	Create a new master document by creating sub documents from headings.
		AM3.4.2.2	Insert, remove a subdocument in a master document.
		AM3.4.2.3	Use text outline/navigator options: promote, demote, expand, collapse, move up, move down.
	AM3.4.3 Security	AM3.4.3.1	Add, remove password protection for a document: to open, to modify.
		AM3.4.3.2	Protect a document to only allow tracked changes or comments.
AM3.5 Prepare Outputs	AM3.5.1 Sections	AM3.5.1.1	Create, modify, delete section breaks in a document.
		AM3.5.1.2	Change page orientation, page vertical alignment, margins for sections of a document.
	AM3.5.2 Document Setup	AM3.5.2.1	Apply different headers and footers to sections, first page, odd and even pages in a document.
		AM3.5.2.2	Add, modify, remove a watermark in a document.

Module 4

Advanced Spreadsheets (AM4)

The following is the Syllabus for *Advanced Spreadsheets*, which provides the basis for the module's practice-based test. The Syllabus for AM4 is over and above the skills and knowledge contained within ECDL/ICDL Module 4, *Spreadsheets*. The Advanced Spreadsheets Module anticipates that the candidate has already acquired the skills and knowledge outlined in ECDL/ICDL Module 4.

Module Goals

Advanced Spreadsheets requires the candidate to use the spreadsheet application to produce advanced spreadsheet outputs.

The candidate shall be able to:

- Apply advanced formatting options such as conditional formatting and customised number formatting and handle worksheets.
- Use functions such as those associated with logical, statistical, financial and mathematical operations.
- Create charts and apply advanced chart formatting features.
- Work with tables and lists to analyse, filter and sort data. Create and use scenarios.
- Validate and audit spreadsheet data.
- Enhance productivity by working with named cell ranges, macros and templates.
- Use linking, embedding and importing features to integrate data.
- Collaborate on and review spreadsheets. Apply spreadsheet security features.

Category	Skill Set	Ref.	Task Item
AM4.1 Formatting	AM4.1.1 Cells	AM4.1.1.1	Apply an autoformat/table style to a cell range.
		AM4.1.1.2	Apply conditional formatting based on cell content.

Category	Skill Set	Ref.	Task Item
		AM4.1.1.3	Create and apply custom number formats.
	AM4.1.2 Worksheets	AM4.1.2.1	Copy, move worksheets between spreadsheets.
		AM4.1.2.2	Split a window. Move, remove split bars.
		AM4.1.2.3	Hide, show rows, columns, worksheets.
AM4.2 Functions and Formulas	AM4.2.1 Using Functions and Formulas	AM4.2.1.1	Use date and time functions: today, now, day, month, year.
		AM4.2.1.2	Use mathematical functions: rounddown, roundup, sumif.
		AM4.2.1.3	Use statistical functions: countif, countblank, rank.
		AM4.2.1.4	Use text functions: left, right, mid, trim, concatenate.
		AM4.2.1.5	Use financial functions: fv, pv, pmt.
		AM4.2.1.6	Use lookup functions: vlookup, hlookup.
		AM4.2.1.7	Use database functions: dsum, dmin, dmax, dcount, daverage.
		AM4.2.1.8	Create a two-level nested function.
		AM4.2.1.9	Use a 3-D reference within a sum function.
		AM4.2.1.10	Use mixed references in formulas.

Category	Skill Set	Ref.	Task Item
AM4.3 Charts	AM4.3.1 Creating Charts	AM4.3.1.1	Create a combined column and line chart.
		AM4.3.1.2	Add a secondary axis to a chart.
		AM4.3.1.3	Change the chart type for a defined data series.
	AM4.3.2 Formatting Charts	AM4.3.1.4	Add, delete a data series in a chart.
		AM4.3.2.1	Re-position chart title, legend, data labels.
		AM4.3.2.2	Change scale of value axis: minimum, maximum number to display, major interval.
		AM4.3.2.3	Change display units on value axis without changing data source: hundreds, thousands, millions.
		AM4.3.2.4	Format columns, bars, plot area, chart area to display an image.
AM4.4 Analysis	AM4.4.1 Using Tables	AM4.4.1.1	Create, modify a pivot table/datapilot.
		AM4.4.1.2	Modify the data source and refresh the pivot table/datapilot.
		AM4.4.1.3	Filter, sort data in a pivot table/datapilot.
		AM4.4.1.4	Automatically, manually group data in a pivot table/datapilot and rename groups.

Category	Skill Set	Ref.	Task Item
		AM4.4.1.5	Use one-input, two-input data tables/ multiple operations tables.
	AM4.4.2 Sorting and Filtering	AM4.4.2.1	Sort data by multiple columns at the same time.
		AM4.4.2.2	Create a customized list and perform a custom sort.
		AM4.4.2.3	Automatically filter a list in place.
		AM4.4.2.4	Apply advanced filter options to a list.
		AM4.4.2.5	Use automatic sub-totalling features.
		AM4.4.2.6	Expand, collapse outline detail levels.
	AM4.4.3 Scenarios	AM4.4.3.1	Create named scenarios.
		AM4.4.3.2	Show, edit, delete scenarios.
		AM4.4.3.3	Create a scenario summary report.
AM4.5 Validating and Auditing	AM4.5.1 Validating	AM4.5.1.1	Set, edit validation criteria for data entry in a cell range like: whole number, decimal, list, date, time.
		AM4.5.1.2	Enter input message and error alert.
	AM4.5.2 Auditing	AM4.5.2.1	Trace precedent, dependent cells. Identify cells with missing dependents.
		AM4.5.2.2	Show all formulas in a worksheet, rather than the resulting values.

Category	Skill Set	Ref.	Task Item
		AM4.5.2.3	Insert, edit, delete, show, hide comments/notes.
AM4.6 Enhancing Productivity	AM4.6.1 Naming Cells	AM4.6.1.1	Name cell ranges, delete names for cell ranges.
		AM4.6.1.2	Use named cell ranges in a function.
	AM4.6.2 Paste Special	AM4.6.2.1	Use paste special options: add, subtract, multiply, divide.
		AM4.6.2.2	Use paste special options: values/numbers, transpose.
	AM4.6.3 Templates	AM4.6.3.1	Create a spreadsheet based on an existing template.
		AM4.6.3.2	Modify a template.
	AM4.6.4 Linking, Embedding and Importing	AM4.6.4.1	Insert, edit, remove a hyperlink.
		AM4.6.4.2	Link data within a spreadsheet, between spreadsheets, between applications.
		AM4.6.4.3	Update, break a link.
		AM4.6.4.4	Import delimited data from a text file.
	AM4.6.5 Automation	AM4.6.5.1	Record a simple macro like: change page setup, apply a custom number format, apply autoformats to a cell range, insert fields in worksheet header, footer.

Category	Skill Set	Ref.	Task Item
		AM4.6.5.2	Run a macro.
		AM4.6.5.3	Assign a macro to a custom button on a toolbar.
AM4.7 Collaborative Editing	AM4.7.1 Tracking and Reviewing	AM4.7.1.1	Turn on, off track changes. Track changes in a worksheet using a specified display view.
		AM4.7.1.2	Accept, reject changes in a worksheet.
		AM4.7.1.3	Compare and merge spreadsheets.
	AM4.7.2 Security	AM4.7.2.1	Add, remove password protection for a spreadsheet: to open, to modify.
		AM4.7.2.2	Protect, unprotect cells, worksheet with a password.
		AM4.7.2.3	Hide, unhide formulas.

Module 5

Advanced Database (AM5)

The following is the Syllabus for *Advanced Database*, which provides the basis for the module's theory and practice-based test. The Syllabus for AM5 is over and above the skills and knowledge contained within ECDL/ICDL Module 5, *Using Databases*. Advanced Database anticipates that the candidate has already acquired the skills and knowledge outlined in ECDL/ICDL Module 5.

Module Goals

Advanced Database requires the candidate to understand key database concepts and use a relational database application to create an advanced database structure and outputs.

The candidate shall be able to:

- Understand key concepts of database development and usage.
- Create a relational database using advanced table creation features and complex relationships between tables.
- Design and use queries to create a table, update, delete and append data. Refine queries using wildcards, parameters and calculations.
- Use controls and subforms to enhance forms and improve functionality.
- Create report controls to perform calculations. Create subreports and enhance report presentation.
- Enhance productivity by working with macros and use linking and importing features to integrate data.

Category	Skill Set	Ref.	Task Item
AM5.1 Database Concepts	AM5.1.1 Database Development and Use	AM5.1.1.1	Know that different types of database models exist like: hierarchical, relational, object-oriented.

Category	Skill Set	Ref.	Task Item
		AM5.1.1.2	Know the life cycle stages of a database: logical design, database creation, data entry, data maintenance, information retrieval.
		AM5.1.1.3	Recognize common business applications of databases like: dynamic website, customer relationship management systems, enterprise resource planning systems, website content management systems.
		AM5.1.1.4	Know the term SQL (structured query language) and understand its main use in querying database content.
AM5.2 Tables and Relationships	AM5.2.1 Fields/ Columns	AM5.2.1.1	Create, modify, delete a lookup in a field/column.
		AM5.2.1.2	Create, modify, delete an input mask in a field/column.
		AM5.2.1.3	Set data entry for a field/column: required, not required.
	AM5.2.2 Relationships and Joins	AM5.2.2.1	Create, modify, delete a one-to-one, one-to-many relationship between tables.
		AM5.2.2.2	Create, modify a many-to-many relationship using a junction table.
		AM5.2.2.3	Apply referential integrity between tables.
		AM5.2.2.4	Apply automatic update of related fields.

Category	Skill Set	Ref.	Task Item
		AM5.2.2.5	Apply automatic deletion of related records.
		AM5.2.2.6	Apply, modify an inner join, outer join.
		AM5.2.2.7	Create, modify a subtract join.
		AM5.2.2.8	Apply a self join.
AM5.3 Queries	AM5.3.1 Query Types	AM5.3.1.1	Create, run a query to update data in a table.
		AM5.3.1.2	Create, run a query to append records to a table.
		AM5.3.1.3	Create, run a query to delete records in a table.
		AM5.3.1.4	Create, run a query to save selected data as a new table.
		AM5.3.1.5	Create, run a crosstab query.
		AM5.3.1.6	Create, run a query to show duplicated records within a table.
		AM5.3.1.7	Create, run a query to show unmatched records in related tables.
	AM5.3.2 Refining a Query	AM5.3.2.1	Create, modify, run a one, two variable parameter query.
		AM5.3.2.2	Use wildcards in a query: [], !, -, #.

Category	Skill Set	Ref.	Task Item
		AM5.3.2.3	Show highest, lowest range of values in a query.
		AM5.3.2.4	Create and name a calculated field that performs arithmetic operations.
		AM5.3.2.5	Group information in a query using functions: sum, count, average, max, min.
AM5.4 Forms	AM5.4.1 Controls	AM5.4.1.1	Create, modify, delete bound controls: text box, combo box, list box, check box, option groups.
		AM5.4.1.2	Apply, remove bound control properties like: limit to list, distinct values.
		AM5.4.1.3	Create, modify, delete unbound controls containing arithmetic, logical expressions.
		AM5.4.1.4	Modify sequential tab order of controls on a form.
		AM5.4.1.5	Create, delete a linked subform.
AM5.5 Reports	AM5.5.1 Controls	AM5.5.1.1	Format arithmetic calculation controls in a report: percentage, currency, to a specific number of decimal places.
		AM5.5.1.2	Apply a running sum for a group, over all.
		AM5.5.1.3	Concatenate fields in a report.
	AM5.5.2 Presentation	AM5.5.2.1	Insert, delete a data field in group, page, report headers and footers.
		AM5.5.2.2	Sort, group records in a report by field(s).

Category	Skill Set	Ref.	Task Item
		AM5.5.2.3	Force page breaks for groups in a report.
		AM5.5.2.4	Create, delete a linked subreport.
AM5.6 Enhancing Productivity	AM5.6.1 Linking, Importing	AM5.6.1.1	Link external data to a database: spreadsheet, text (.txt, .csv), existing database files.
		AM5.6.1.2	Import spreadsheet, text (.txt, .csv), XML, existing database files into a database.
	AM5.6.2 Automation	AM5.6.2.1	Create a simple macro like: close an object and open another object, open and maximize an object, open and minimize an object, print and close an object.
		AM5.6.2.2	Assign/attach a macro to a command button, object, control.

Module 6

Advanced Presentation (AM6)

The following is the Syllabus for *Advanced Presentation*, which provides the basis for the module’s theory and practice-based test. The Syllabus for AM6 is over and above the skills and knowledge contained within the corresponding ECDL/ICDL Module 6, *Presentation*. Advanced Presentation anticipates that the candidate has already acquired the skills and knowledge outlined in ECDL/ICDL Module 6.

Module Goals

Advanced Presentation requires the candidate to understand presentation planning and design considerations and use the presentation application to produce advanced presentation outputs.

The candidate shall be able to:

- Understand target audience and venue considerations in presentation planning.
- 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

Category	Skill Set	Ref.	Task Item
AM6.1 Presentation Planning	AM6.1.1 Audience and Environment	AM6.1.1.1	Understand how audience demography (age, educational level, occupation, cultural background) and knowledge of subject impacts on planning of a presentation.
		AM6.1.1.2	Understand venue considerations like: lighting, available presentation equipment, room size and layout.

Category	Skill Set	Ref.	Task Item
	AM6.1.2 Design, Content and Layout	AM6.1.2.1	Understand timing considerations like: tailor content to time available, allow appropriate time interval for each slide.
		AM6.1.2.2	Understand that presentation dialogue is supported by graphical objects and text. Understand the importance of limiting the level of detail of graphical objects and text.
		AM6.1.2.3	Understand the importance of using a consistent design scheme and adequate colour contrast.
		AM6.1.2.4	Be aware of accessibility design considerations like: font size, alternative text, colours, limiting animations and transitions.
AM6.2 Slide Masters and Templates	AM6.2.1 Slide Masters	AM6.2.1.1	Insert a new slide master, new title master.
		AM6.2.1.2	Edit slide master layouts like: font, bulleted list format, background colour and fill effects, placeholder position, placeholder deletion.
		AM6.2.1.3	Apply a custom slide master to specified slides.
	AM6.2.2 Templates	AM6.2.2.1	Create a new template, theme.
		AM6.2.2.2	Modify a template, theme.
AM6.3 Graphical Objects	AM6.3.1 Formatting Drawn Objects	AM6.3.1.1	Apply background fill effects to a drawn object.

Category	Skill Set	Ref.	Task Item
		AM6.3.1.2	Apply a transparency effect to a drawn object.
		AM6.3.1.3	Apply a 3-D effect and settings to a drawn object.
		AM6.3.1.4	Pick up a style from a drawn object and apply it to another drawn object.
		AM6.3.1.5	Change the default formatting for new drawn objects.
	AM6.3.2 Formatting Pictures, Images	AM6.3.2.1	Adjust picture, image brightness and contrast.
		AM6.3.2.2	Display a picture, image in greyscale, black and white, washout format.
		AM6.3.2.3	Change colours in a picture. Restore original colours in a picture.
	AM6.3.3 Handling Graphical Objects	AM6.3.3.1	Display, hide ruler, grid and guides. Move guides. Turn on, off snap objects to grid.
		AM6.3.3.2	Position a graphical object (picture, image, drawn object) on a slide using specified horizontal and vertical co-ordinates.
		AM6.3.3.3	Distribute selected graphical objects horizontally, vertically relative to a slide.
		AM6.3.3.4	Crop a graphical object.
		AM6.3.3.5	Proportionately, disproportionately rescale a graphical object.

Category	Skill Set	Ref.	Task Item
		AM6.3.3.6	Convert a picture to a drawn object and edit the drawn object.
		AM6.3.3.7	Save a graphical object as a file format like: bmp, gif, jpeg, png.
		AM6.3.3.8	Omit, display background graphics on a slide, slides.
AM6.4 Charts and Diagrams	AM6.4.1 Using Charts	AM6.4.1.1	Format chart title, legend, data labels, axes labels.
		AM6.4.1.2	Change the chart type for a defined data series.
		AM6.4.1.3	Change the gap, overlap between columns, bars in a chart.
		AM6.4.1.4	Format columns, bars, plot area, chart area to display an image.
		AM6.4.1.5	Change scale of value axis: minimum, maximum number to display, major interval between plotted numbers in a chart.
	AM6.4.2 Using Diagrams	AM6.4.2.1	Create using built-in options or other available drawing tools a diagram like: flowchart, cycle, pyramid.
		AM6.4.2.2	Add, move, delete shapes in a diagram.
		AM6.4.2.3	Add, change, delete connectors in a flowchart.
AM6.5 Multimedia	AM6.5.1 Movies, Sound	AM6.5.1.1	Insert movies to play automatically, on mouse click.

Category	Skill Set	Ref.	Task Item
		AM6.5.1.2	Insert sounds to play automatically, on mouse click.
	AM6.5.2 Animation	AM6.5.2.1	Change custom animation effects and settings. Change sequence of custom animations in a slide.
		AM6.5.2.2	Apply automatic settings so that bulleted points will dim to a specified colour after animation.
		AM6.5.2.3	Animate chart elements by series, by category, by elements in series. Animate, do not animate chart grid and legend.
AM6.6 Enhancing Productivity	AM6.6.1 Linking, Embedding	AM6.6.1.1	Insert, edit, remove a hyperlink.
		AM6.6.1.2	Insert an action button. Modify settings to navigate to a specified slide, custom show, file, URL.
		AM6.6.1.3	Link data into a slide and display as an object, icon.
		AM6.6.1.4	Update, break a link.
		AM6.6.1.5	Insert an image from a file with a link to the file.
		AM6.6.1.6	Embed data into a slide and display as an object.
		AM6.6.1.7	Edit, delete embedded data.
	AM6.6.2 Importing, Exporting	AM6.6.2.1	Merge slide(s), a complete presentation, a word-processed outline into an existing presentation.

Category	Skill Set	Ref.	Task Item
		AM6.6.2.2	Save a specified slide as a file format: gif, jpeg, bmp.
AM6.7 Managing Presentations	AM6.7.1 Custom Shows	AM6.7.1.1	Create, show a named custom slide show.
		AM6.7.1.2	Copy, edit, delete a custom slide show.
	AM6.7.2 Slide Show Settings	AM6.7.2.1	Apply timings to, remove timings from slide transitions.
		AM6.7.2.2	Apply settings to a slide show so that it loops continuously when played, does not loop continuously when played.
		AM6.7.2.3	Apply settings so that slides advance manually, advance using timings if present. Apply settings so that slide show is presented with animation, without animation.
	AM6.7.3 Slide Show Control	AM6.7.3.1	Add, erase pen annotations during a slide show.
		AM6.7.3.2	Display black, white screen during a slide show. Pause, restart, end a slide show.



Further information on the ICDL/ECDL can be obtained at your authorised ICDL/ECDL test centre or at our national coordination office:

Luxembourg Lifelong Learning Center

2-4 rue Pierre Hentges

L-1726 Luxembourg

T+35227494600 - F+35227494650

formation@LLLC.lu - www.LLLC.lu

Your authorised ICDL/ECDL test centre