Factsheet

ATG Academy Training Group
Invest in Knowledge – Invest in Your Future

Programme Title	Certificate: Advanced Computer Skills - ICDL
Duration	6 months
Admission Requirements	English Proficiency Basic Word Processing, Spreadsheets knowledge Basic Presentations and Databases knowledge
Programme type	Available in Full time and Part time

Description

Business today depends on several aspects of information technology. It's almost impossible to get ahead without computer skills. If you have a wide range of these skills you'll be highly employable, in a multitude of positions, in any business.

Syllabus	
Subject: Advanced Word Processing • 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 view documents. Work with master documents and subdocuments. Apply document security features • Work with watermarks, sections, headers and footers in a document	**Subject:** Advanced Spreadsheet • Apply advanced formatting options such as conditional formatting and customized 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 and analyze, 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
Subject: Advanced Presentation • 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	**Subject:** Advanced Database • 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 control and sub-forms to enhance forms and improve functionality • Create report controls to perform calculations. Create sub-reports and enhance report presentation

	• Enhance productivity by working with macros and use linking and importing features to integrate data

Note:
- Receiving skills profile (electronic logbook) included in course price
- 1st attempt ICDL Online examination fees included in course price
- Examinations are completed on online software specific allocated to each module
- Certifications can be requested from ICDL at any time, limited to 2 certificates at no cost

Certification upon successful completion
- ICDL Advanced Computer Skills Certificate
- ICDL Skills Certificate on successful completion of ICDL examinations

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