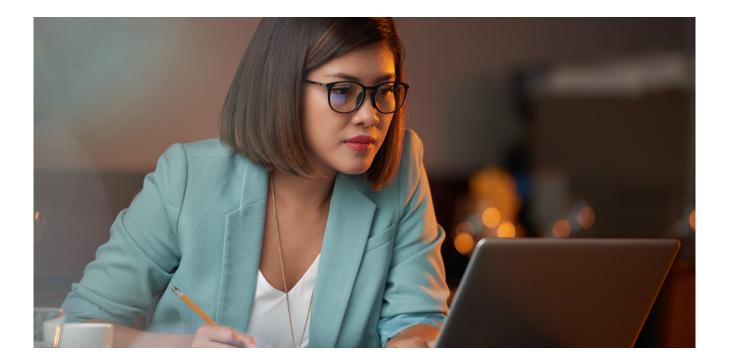# ICDL Professional

DOCUMENTS (ADVANCED)

The Documents (Advanced) module covers the concepts and skills needed to produce complex documents. It looks at areas such as creating long reports, formatting documents so they are attractive and easy to read, structuring information and creating templates, as well as improving productivity.

Employers expect professional workers to be able to produce complex written documents that communicate effectively no matter the topic. Word processing software has become very sophisticated, so it is vital to have the skills that take advantage of the features available to produce well-structured and attractive documents efficiently.

This module is suitable for a wide range of candidates who want to go beyond basic word processing skills and produce sophisticated documents. The skills developed in this module are applicable in any work or academic setting. Candidates will also see an improvement in productivity and learn to collaborate with others on documents.

Develop the skills needed to create complex documents that are attractive and easy to read.

The Documents (Advanced) Module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

Successful candidates will be able to create long and complex documents that could include advanced elements such as reference tables, graphs, links, or forms. After passing this module, candidates will also feel confident managing and collaborating on documents with others. They will be able to:

- work collaboratively with others to securely create and review documents

- recognise good practice in design and the importance of consistent formatting and styling

- know how to create a structure and apply the correct formatting to the elements on the page

- understand the importance of referencing and how to include it

- know how to enhance documents with automation and dynamic information.

Why certify with ICDL?

- ICDL certification is internationally recognised by employers and institutions.

- ICDL modules are developed with input from computer users, subject matter experts, and practising professionals from all over the world.

- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.

- ICDL modules focus on skills acquisition as well as an understanding of concepts.

- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable.

- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.

Module Overview	
Category	**Skill Set**
Formatting	• Text • Paragraphs • Styles • Columns • Tables
Referencing	• Captions, Footnotes and Endnotes • Citations and Bibliography • Reference Tables and Indexes • Bookmarks and Cross-References
Enhancing Productivity	• Using Fields • Forms, Templates • Mail Merge • Linking, Embedding • Automation
Collaborative Editing	• Tracking and Reviewing • Security
Preparing Outputs	• Sections • Document Setup • Spelling, Thesaurus