

# **ECDL**

## **Unit 3 – Word Processing**

- Working with documents 3.1
- Document creation 3.2
- Formatting 3.3
- Objects 3.4
- Mail merge 3.5
- Prepare outputs 3.6

## **Unit 4 – Spreadsheets**

- Using Excel 4.1
- Cells 4.2
- Managing worksheets 4.3
- Formulas and Functions 4.4
- Formatting 4.5
- Charts 4.6
- Prepare outputs 4.7

## **Unit 6 – Presentation**

- Using Powerpoint 6.1
- Developing a presentation 6.2
- Text 6.3
- Charts 6.4
- Graphical objects 6.5
- Prepare outputs 6.6

## **Improving Productivity**

Use Word processing, spreadsheet and presentation software to display your knowledge of IT