



# ICDL Advanced Syllabus

## Contents of the ICDL Advanced Modules

**Advanced Word Processing**  
Syllabus 3.0

**Advanced Spreadsheets**  
Syllabus 3.0

**Advanced Database**  
Syllabus 2.0

**Advanced Presentation**  
Syllabus 3.0

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# ICDL Advanced – the certificate for expert users of computers

With the elementary features you know from the ICDL Base and Standard Certificates, certain administrative tasks can only be accomplished with difficulty or not at all. If you acquire the skills taught in the ICDL advanced modules for office applications, you can solve these tasks more quickly and increase your productivity in administrative work.

The ICDL syllabus for our advanced modules, as described in this brochure, comprises the items to learn for the advanced exams of word processing, spreadsheets, databases and presentations. It describes the specific skills required to pass a single ICDL advanced exam to obtain its corresponding ICDL Advanced Certificate or even three advanced exams (out of four available) to reach the ICDL Expert Certificate. For every module exam passed at advanced level a separate ICDL certificate will be issued.

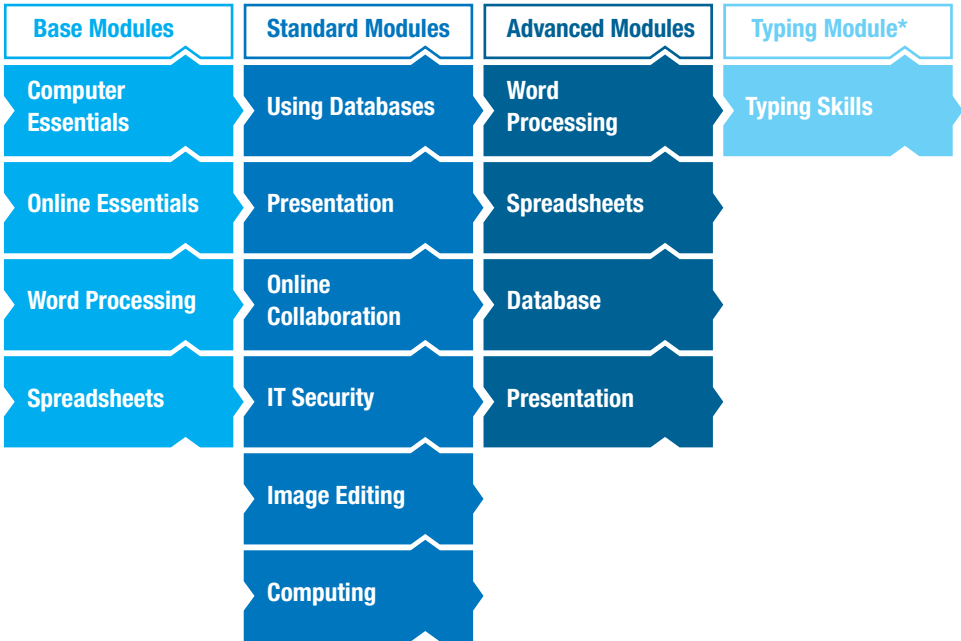
The document could also serve as a checklist for the assessment of skills that you already have or still want to acquire. Computer courses at this advanced level are offered by many ICDL test centers in Switzerland or Liechtenstein. The availability of advanced courses and exams is marked specifically in function “find a test center location” of Swiss ICDL/ICDL website. At those test centers you can take the ICDL Advanced Certificates tests regardless of whether you took a course there or not. All further information on ICDL Advanced Certificates, as well as an interactive map with the locations all ICDL test centers is available at our web-site [www.icdl.ch](http://www.icdl.ch)

Our web shop offers a range of suitable courseware to prepare for the ICDL exams [shop.icdl.ch](http://shop.icdl.ch)

Prof. Dr. Thomas M. Stricker

Responsible for the ICDL programme of the  
Swiss Informatics Society and  
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# ICDL Modules and Certificates



## ICDL Base Certificate



4 Base Modules

## ICDL Standard Certificate



4 Base Modules

+ any 3 Standard Modules

## ICDL Advanced Certificate



1 Advanced Module of your choice

## ICDL Expert



3 Advanced Modules of your choice

## ICDL Profile Certificate



Min. of 4 Modules of your choice

## Typing Certificate\*



1 Typing Module

\* This module/certificate was developed by the Austrian Computer Society and is endorsed by the ICDL Foundation. You can add a Typing Skills test to an ICDL Profile certificate that contains at least four ICDL modules.

# Advanced Word Processing

This module sets out advanced skills that can be used to produce complex documents, enhance outputs, and improve productivity, when using a word processing application.

## Module Goals

Successful candidates will be able to:

- ▶ Apply advanced text, paragraph, column and table formatting. Maintain a consistent design through the use of character and paragraph styles
- ▶ Work with referencing features like footnotes, endnotes and captions. Manage citations and bibliography using a chosen citation style. 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 locally or online. Apply document security features
- ▶ Work with watermarks, sections, and headers and footers in a document. Use a thesaurus and manage spell check settings

Category	Skill Set	Ref.	Task Item
<b>1. Formatting</b>	1.1 Text	1.1.1	Apply text wrapping options for graphical objects (picture, chart, diagram, drawn object), tables.
		1.1.2	Use find and replace options like: matching case, whole words, font formats, paragraph formats, paragraph marks, page breaks.
		1.1.3	Use paste special options: formatted text, unformatted text.
	1.2 Paragraphs	1.2.1	Apply line spacing within paragraphs: at least, exactly/ fixed, multiple/proportional.
		1.2.2	Apply, remove paragraph pagination options.
		1.2.3	Apply, modify outline numbering in multi-level lists.

Category	Skill Set	Ref.	Task Item
	1.3 Styles	1.3.1	Recognise good practice in maintaining consistent and accessible design and format throughout a document by using styles, alternative text.
		1.3.2	Create, modify, update a character style.
		1.3.3	Create, modify, update a paragraph style.
	1.4 Columns	1.4.1	Apply multiple column layouts. Change number of columns in a column layout.
		1.4.2	Change column widths and spacing. Insert, remove lines between columns.
		1.4.3	Insert, delete a column break.
	1.5 Tables	1.5.1	Apply a table autoformat/table style.
		1.5.2	Merge, split cells in a table. Split a table.
		1.5.3	Change cell margins, alignment, text direction.
		1.5.4	Automatically repeat heading row(s) at the top of each page.
		1.5.5	Allow, do not allow row(s) to break across pages.
		1.5.6	Sort data by one column, by multiple columns at the same time.
		1.5.7	Convert delimited text to a table.
		1.5.8	Convert a table to text.
<b>2. Referencing</b>	2.1 Captions, Footnotes and Endnotes	2.1.1	Add a caption above, below a graphical object, table.
		2.1.2	Add, delete a caption label.
		2.1.3	Change caption number format.
		2.1.4	Insert, modify footnotes, endnotes.
		2.1.5	Convert a footnote to an endnote. Convert an endnote to a footnote.
	2.2 Citations and Bibliography	2.2.1	Insert, edit a citation like: book, article, conference proceedings, website, report.
		2.2.2	Set, modify citation style.
		2.2.3	Create, update a bibliography.
	2.3 Reference Tables and Indexes	2.3.1	Create, update a table of contents based on specified heading styles and formats.
		2.3.2	Create, update a table of figures based on specified styles and formats.

Category	Skill Set	Ref.	Task Item
		2.3.3	Edit a table of contents, table of figures like: heading styles, format, leaders.
		2.3.4	Mark an index: main entry, subentry. Delete a marked index entry.
		2.3.5	Create, update an index based on marked index entries.
	2.4 Bookmarks and Cross-References	2.4.1	Add, delete a bookmark.
		2.4.2	Create, update, delete a cross-reference to: numbered item, heading, bookmark, figure, table.
		2.4.3	Add a cross-reference to an index entry.
<b>3. Enhancing Productivity</b>	3.1 Using Fields	3.1.1	Insert, delete fields like: file name and path, file size, total page number.
		3.1.2	Insert a formula field code in a table like: sum, average, count.
		3.1.3	Change field number, date format.
		3.1.4	Lock, unlock, update a field.
	3.2 Forms, Templates	3.2.1	Create, modify a form using available form field options: text field, check box, drop-down menu.
		3.2.2	Protect, unprotect a form.
		3.2.3	Save a document as a template, modify a template.
		3.2.4	Modify the default template.
	3.3 Mail Merge	3.3.1	Edit, sort, filter a mail merge recipient list.
		3.3.2	Insert ask, if...then...else... fields.
		3.3.3	Merge a document with a recipient list using given merge criteria.
	3.4 Linking, Embedding	3.4.1	Create a simple chart in a document.
		3.4.2	Link data from a document, application and display as an object, icon.
		3.4.3	Update, break a link.
		3.4.4	Embed data into a document as an object.
		3.4.5	Edit, delete embedded data.
	3.5 Automation	3.5.1	Modify automatic text formatting options.
		3.5.2	Create, modify, delete automatic text correction entries.



Category	Skill Set	Ref.	Task Item
		3.5.3	Create, modify, insert, delete automatic text entries.
		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.
		3.5.5	Run a macro.
		3.5.6	Assign a macro to a custom button.
<b>4. Collaborative Editing</b>	4.1 Tracking and Reviewing	4.1.1	Turn on, off track changes. Track changes in a document locally, online using a specified display view.
		4.1.2	Accept, reject changes in a document locally, online.
		4.1.3	Insert, edit, delete, show, hide comments/notes in a document locally, online.
		4.1.4	Compare and merge documents.
	4.2 Security	4.2.1	Add, remove password protection for a document: to open, to modify.
		4.2.2	Protect a document to only allow tracked changes or comments.
	<b>5. Preparing Outputs</b>	5.1 Sections	5.1.1
5.1.2			Change page orientation, page vertical alignment, margins for sections of a document.
5.2 Document Setup		5.2.1	Apply different headers and footers to sections, first page, odd and even pages in a document.
		5.2.2	Add, modify, remove a watermark in a document.
5.3 Spelling, Thesaurus		5.3.1	Set, modify default spell check language.
		5.3.2	Use Thesaurus to search, insert alternative word(s).

# Advanced Spreadsheets

This module sets out advanced skills that can be used to produce sophisticated reports, to perform complex mathematical and statistical calculations, and to improve productivity using a spreadsheet application.

## Module Goals

Successful candidates will 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
- ▶ 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 and macros
- ▶ Use linking, embedding and importing features to integrate data
- ▶ Compare and merge spreadsheets. Apply spreadsheet security features

Category	Skill Set	Ref.	Task Item
<b>1. Formatting</b>	1.1 Cells	1.1.1	Apply conditional formatting.
		1.1.2	Create and apply custom number formats.
		1.1.3	Split text to columns.
	1.2 Worksheets	1.2.1	Copy, move worksheets between spreadsheets.
		1.2.2	Split a window. Move, remove split bars.
		1.2.3	Hide, show rows, columns, worksheets.
		1.2.4	Save a spreadsheet as a template, modify a template.
<b>2. Formulas and Functions</b>	2.1 Using Formulas and Functions	2.1.1	Use date and time functions: today, now, day, month, year.
		2.1.2	Use logical functions: and, or, not.
		2.1.3	Use mathematical functions: rounddown, roundup, sumif.
		2.1.4	Use statistical functions: countif, countblank, rank.

Category	Skill Set	Ref.	Task Item
		2.1.5	Use text functions: left, right, mid, trim, concatenate.
		2.1.6	Use financial functions: fv, pv, pmt.
		2.1.7	Use lookup functions: vlookup, hlookup.
		2.1.8	Use database functions: dsum, dmin, dmax, dcount, daverage.
		2.1.9	Create a two-level nested function.
		2.1.10	Use a 3-D reference within a sum, average, minimum, maximum function.
		2.1.11	Use mixed references in formulas.
<b>3. Charts</b>	3.1 Creating Charts	3.1.1	Create a combined chart like: column and line, column and area.
		3.1.2	Create, change, delete a sparkline.
		3.1.3	Add a secondary axis to a chart.
		3.1.4	Change the chart type for a defined data series.
		3.1.5	Add, delete a data series in a chart.
	3.2 Formatting Charts	3.2.1	Re-position chart title, legend, data labels.
		3.2.2	Change scale of value axis: minimum, maximum number to display, major interval.
		3.2.3	Change display units on value axis without changing data source: hundreds, thousands, millions.
		3.2.4	Format columns, bars, pie slices, plot area, chart area to display an image.
<b>4. Analysis</b>	4.1 Using Tables	4.1.1	Create, modify a pivot table/datapilot.
		4.1.2	Modify the data source and refresh the pivot table/datapilot.
		4.1.3	Filter, sort data in a pivot table/datapilot.
		4.1.4	Automatically, manually group data in a pivot table/datapilot and rename groups.
		4.1.5	Use one-input, two-input data tables/multiple operations tables.
	4.2 Sorting and Filtering	4.2.1	Sort data by multiple columns at the same time.
		4.2.2	Create a customized list and perform a custom sort.
		4.2.3	Automatically filter a list in place.
		4.2.4	Apply advanced filter options to a list.

Category	Skill Set	Ref.	Task Item
		4.2.5	Use automatic, manual outline features: group, ungroup, sub-total.
		4.2.6	Expand, collapse outline detail levels.
	4.3 Scenarios	4.3.1	Create named scenarios.
		4.3.2	Show, edit, delete scenarios.
		4.3.3	Create a scenario summary report.
<b>5. Validating and Auditing</b>	5.1 Validating	5.1.1	Set, edit validation criteria for data entry in a cell range like: whole number, decimal, list, date, time.
		5.1.2	Enter input message and error alert.
	5.2 Auditing	5.2.1	Trace precedent, dependent cells. Identify cells with missing dependents.
		5.2.2	Display all formulas in a worksheet, rather than the resulting values.
		5.2.3	Insert, edit, delete, show, hide comments/notes in a worksheet locally, online.
<b>6. Enhancing Productivity</b>	6.1 Naming Cells	6.1.1	Name cell ranges, delete names for cell ranges.
		6.1.2	Use named cell ranges in a function.
		6.1.3	Activate, deactivate the group mode.
	6.2 Paste Special	6.2.1	Use paste special options: add, subtract, multiply, divide.
		6.2.2	Use paste special options: values/numbers, transpose.
	6.3 Linking, Embedding and Importing	6.3.1	Insert, edit, remove a hyperlink.
		6.3.2	Link data within a spreadsheet, between spreadsheets.
		6.3.3	Update, break a link.
		6.3.4	Import delimited data from a text file.
	6.4 Automation	6.4.1	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.
		6.4.2	Run a macro.
		6.4.3	Assign a macro to a custom button.
<b>7. Collaborative Editing</b>	7.1 Reviewing and Security	7.1.1	Compare and merge spreadsheets.

Category	Skill Set	Ref.	Task Item
		7.1.2	Add, remove password protection for a spreadsheet: to open, to modify.
		7.1.3	Protect, unprotect cells, worksheet with a password.
		7.1.4	Hide, unhide formulas.

# Advanced Database

The following is the Syllabus for Databases (Advanced), which provides the basis for the module's theory and practice-based test. The Syllabus is over and above the skills and knowledge contained within ICDL Databases. Databases (Advanced) anticipates that the candidate has already acquired the skills and knowledge outlined in ICDL Databases.

## Module Goals

Successful candidates will 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
<b>1. Database Concepts</b>	1.1 Database Development and Use	1.1.1	Know that different types of database models exist like: hierarchical, relational, object-oriented.
		1.1.2	Know the life cycle stages of a database: logical design, database creation, data entry, data maintenance, information retrieval.
		1.1.3	Recognize common business applications of databases like: dynamic website, customer relationship management systems, enterprise resource planning systems, website content management systems.
		1.1.4	Know the term SQL (structured query language) and understand its main use in querying database content.
<b>2. Tables and Relationships</b>	2.1 Fields/Columns	2.1.1	Create, modify, delete a lookup in a field/column.
		2.1.2	Create, modify, delete an input mask in a field/column.

Category	Skill Set	Ref.	Task Item	
		2.1.3	Set data entry for a field/column: required, not required.	
	2.2 Relationships and Joins	2.2.1	Create, modify, delete a one-to-one, one-to-many relationship between tables.	
		2.2.2	Create, modify a many-to-many relationship using a junction table.	
		2.2.3	Apply referential integrity between tables.	
		2.2.4	Apply automatic update of related fields.	
		2.2.5	Apply automatic deletion of related records.	
		2.2.6	Apply, modify an inner join, outer join.	
		2.2.7	Create, modify a subtract join.	
		2.2.8	Apply a self join.	
<b>3. Queries</b>	3.1 Query Types	3.1.1	Create, run a query to update data in a table.	
		3.1.2	Create, run a query to append records to a table.	
		3.1.3	Create, run a query to delete records in a table.	
		3.1.4	Create, run a query to save selected data as a new table.	
		3.1.5	Create, run a crosstab query.	
		3.1.6	Create, run a query to show duplicated records within a table.	
		3.1.7	Create, run a query to show unmatched records in related tables.	
		3.2 Refining a Query	3.2.1	Create, modify, run a one, two variable parameter query.
			3.2.2	Use wildcards in a query: [ ], !, -, #.
			3.2.3	Show highest, lowest range of values in a query.
		3.2.4	Create and name a calculated field that performs arithmetic operations.	
		3.2.5	Group information in a query using functions: sum, count, average, max, min.	
<b>4. Forms</b>	4.1 Controls	4.1.1	Create, modify, delete bound controls: text box, combo box, list box, check box, option groups.	
		4.1.2	Apply, remove bound control properties like: limit to list, distinct values.	
		4.1.3	Create, modify, delete unbound controls containing arithmetic, logical expressions.	

Category	Skill Set	Ref.	Task Item
		4.1.4	Modify sequential tab order of controls on a form.
		4.1.5	Create, delete a linked subform.
<b>5. Reports</b>	5.1 Controls	5.1.1	Format arithmetic calculation controls in a report: percentage, currency, to a specific number of decimal places.
		5.1.2	Apply a running sum for a group, over all.
		5.1.3	Concatenate fields in a report.
	5.2 Presentation	5.2.1	Insert, delete a data field in group, page, report headers and footers.
		5.2.2	Sort, group records in a report by field(s).
		5.2.3	Force page breaks for groups in a report.
		5.2.4	Create, delete a linked subreport.
<b>6. Enhancing Productivity</b>	6.1 Linking, Importing	6.1.1	Link external data to a database: spreadsheet, text (.txt, .csv), existing database files.
		6.1.2	Import spreadsheet, text (.txt, .csv), XML, existing database files into a database.
	6.2 Automation	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.
		6.2.2	Assign/attach a macro to a command button, object, control.



# Advanced Presentation

This module sets out advanced knowledge relating to planning and designing presentations, as well as the skills needed to produce advanced presentation outputs using a presentation application.

## Module Goals

Successful candidates will be able to:

- ▶ Understand target audience, venue and technical considerations in presentation planning
- ▶ Create and modify templates and themes, and work with slide master layouts
- ▶ Enhance a presentation using built-in drawing and image tools. Use alternative text for accessibility
- ▶ Apply advanced chart formatting features and create and edit diagrams
- ▶ Insert audio and video, create audio and screen recordings, and apply built-in animation features
- ▶ Use linking, embedding, importing and exporting features to integrate data. Use password protection to secure a presentation
- ▶ Work with custom slide shows and apply slide show settings. Use presenter view and control a slide show

Category	Skill Set	Ref.	Task Item
<b>1. Presentation Planning</b>	1.1 Audience and Environment	1.1.1	Understand how audience demography (age, educational level, occupation, cultural background) and knowledge of subject impacts on planning of a presentation.
		1.1.2	Understand venue considerations like: lighting, room size and layout.
		1.1.3	Understand technical presentation considerations like: video equipment, audio equipment, presentation accessories, connectivity.
	1.2 Design, Content and Layout	1.2.1	Understand timing considerations like: tailor content to time available, allow appropriate time interval for each slide.
		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.

Category	Skill Set	Ref.	Task Item
		1.2.3	Be aware of accessibility design considerations like: font size, alternative text, colours, contrast, limiting animations and transitions.
<b>2. Slide Masters and Templates</b>	2.1 Slide Masters	2.1.1	Insert a new slide master, new layout.
		2.1.2	Edit slide master layouts like: bulleted list format, background colour and fill effects, placeholder position, placeholder deletion, name.
		2.1.3	Apply a custom slide master to specified slides.
	2.2 Templates	2.2.1	Create a new template, theme.
		2.2.2	Save a presentation as a template, modify a template, theme.
<b>3. Graphical Objects</b>	3.1 Formatting Drawn Objects	3.1.1	Apply background fill effects to a drawn object.
		3.1.2	Apply a transparency effect to a drawn object.
		3.1.3	Apply a 3-D effect and settings to a drawn object.
		3.1.4	Pick up a style from a drawn object and apply it to another drawn object.
		3.1.5	Change the default formatting for new drawn objects.
	3.2 Formatting Pictures, Images	3.2.1	Adjust picture, image brightness and contrast.
		3.2.2	Display a picture, image in greyscale, black and white, washout format.
		3.2.3	Change colours in a picture. Restore original colours in a picture.
	3.3 Handling Graphical Objects	3.3.1	Display, hide ruler, grid and guides. Move guides. Turn on, off snap objects to grid.
		3.3.2	Position a graphical object (picture, image, drawn object) on a slide using specified horizontal and vertical co-ordinates.
		3.3.3	Add, modify, remove alternative text.
		3.3.4	Distribute selected graphical objects horizontally, vertically relative to a slide.
		3.3.5	Distribute selected graphical objects horizontally, vertically relative to other graphical objects.
		3.3.6	Crop a graphical object.

Category	Skill Set	Ref.	Task Item
		3.3.7	Convert a picture to a drawn object and edit the drawn object.
		3.3.8	Save a graphical object as a file format like: bmp, gif, jpeg, png.
		3.3.9	Omit, display background graphics on a slide, slides.
<b>4. Charts and Diagrams</b>	4.1 Using Charts	4.1.1	Format chart title, legend, data labels, axes labels.
		4.1.2	Change the chart type for a defined data series.
		4.1.3	Change the gap, overlap between columns, bars in a chart.
		4.1.4	Format columns, bars, plot area, chart area to display an image.
		4.1.5	Change scale of value axis: minimum, maximum number to display, major interval between plotted numbers in a chart.
		4.2 Using Diagrams	4.2.1
		4.2.2	Add, move, delete shapes in a diagram.
		4.2.3	Add, change, delete connectors in a flowchart.
<b>5. Multimedia</b>	5.1 Audio, Video	5.1.1	Embed online video into a slide.
		5.1.2	Insert video to play automatically, on mouse click.
		5.1.3	Insert audio to play automatically, on mouse click.
		5.1.4	Create an audio recording.
		5.1.5	Create a screen recording.
		5.1.6	Insert audio to play in background in your presentation for an appropriate duration.
	5.2 Animation	5.2.1	Change custom animation effects and settings. Change sequence of custom animations in a slide.
		5.2.2	Apply automatic settings so that bulleted points will dim to a specified colour after animation.
		5.2.3	Animate chart elements by series, by category, by elements in series. Animate, do not animate chart grid and legend.

Category	Skill Set	Ref.	Task Item		
<b>6. Enhancing Productivity</b>	6.1 Linking, Embedding	6.1.1	Insert an action button. Modify settings to navigate to a specified slide, custom show, file, URL.		
		6.1.2	Link data into a slide and display as an object, icon.		
		6.1.3	Update, break a link.		
		6.1.4	Insert an image from a file with a link to the file.		
		6.1.5	Embed data into a slide and display as an object.		
		6.1.6	Edit, delete embedded data.		
	6.2 Importing, Exporting, Securing	6.2.1	Merge slide(s), a complete presentation, a word-processed outline into an existing presentation.		
		6.2.2	Save a specified slide as a file format: gif, jpeg, bmp.		
		6.2.3	Save a presentation as another file type like: rtf, video format.		
		6.2.4	Add, remove password protection for a presentation to open, to modify.		
		<b>7. Managing Presentations</b>	7.1 Custom Shows	7.1.1	Create, show a named custom slide show.
				7.1.2	Copy, edit, delete a custom slide show.
7.2 Slide Show Settings	7.2.1		Apply timings to, remove timings from slide transitions.		
	7.2.2		Apply settings to a slide show so that it loops continuously when played, does not loop continuously when played.		
	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.		
7.3 Slide Show Delivery	7.3.1	Add, erase pen annotations during a slide show.			
	7.3.2	Display black, white screen during a slide show. Pause, restart, end a slide show.			
	7.3.3	Use presenter view for notes, slide preview, slide navigation, time.			

Category	Skill Set	Ref.	Task Item
		7.3.4	Understand presentation delivery considerations like: practice (content and time), tone of voice (word emphasis, pitch, volume, intonation, pauses), body language and posture, use of storytelling.







Get further information on the ICDL at your authorized ICDL Test Center or from Digital Literacy AG.

**Your ICDL Test Center:**



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