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## LONDON CAPITAL COMPUTER COLLEGE

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### **Advanced Diploma in Information Technology**

The Advanced Diploma in Information Technology focus on complex issues in Windows Operating System, Word, Excel, Access and Outlook. The course prepare candidates to work as IT Managers, with a thorough understanding of highly developed computer applications.

*Why does the course exists* – This course prepare candidates for complex and advanced features of Windows Operating System, Word, Access, Excel, Outlook. At the end of the course, candidates will be able to: create and use templates, conditional formatting, data validation, protection, import/export, macros, including advanced printing options. Also included are working with multiple pages, creating formulas and formatting across pages, consolidating data, formula auditing; advanced functions. The aim of the course is to produce highly qualified IT Managers who can design complex application programs.

*How it fits into the larger programme* – The advanced level enable candidates to learn complex topics. Candidates have a choice of advancing further or look for employment. The Advanced Diploma qualification give candidates extra advantage when diversifying to other courses.

*For whom it was designed* – The Advanced Diploma in Information Technology is designed for Diploma in Information Technology holders or equivalent qualification interested in pursuing further education.

*How it will benefit candidates* – The Advanced Level focus on advanced topics which are extremely important, for example, macros and formulas in Word, Excel and Access. To be competitive, candidates need to go an extra mile and stand out and be able to perform complicated formulas – something a few people can do.

#### *Subjects:*

- Advanced Windows Desktop Operating System
- Email Communication & Internet Technology
- Advanced Word
- Advanced Excel
- Advanced Access

**Advanced Windows Desktop Operating System** – an overview of how devices are connected and managed. The operating system is responsible for allowing users to log on and off. Another important aspect of the operating system is security.

**Email Communication & Internet Technology** – We can not underestimate the importance of email communication today, hence knowledge of internet technology and security implications can help many organisations. Microsoft Outlook is a personal information manager that is made up primarily of the following components: The *Mail* component lets you send, receive and manage email messages.

Tel: 0044 7423211037

Email: [info@londoncomputercollege.co.uk](mailto:info@londoncomputercollege.co.uk) Website: [www.londoncomputercollege.co.uk](http://www.londoncomputercollege.co.uk)

Registered No: 3267009 (England)

The *Calendar* is used to keep track of appointments and plan meetings with other Outlook users. The *Contacts* area is used to maintain address information for all internal and external contacts.

**Advanced Word** – advanced word features include tracking changes, inserting comments and using the highlight tool in a document. Forms play a vital role and also document index.

**Advanced Excel** – features include (i) sorting, filtering and grouping (ii) data validation (iii) protecting a workbook (iv) financial functions (v) what-if analysis (vi) exporting data (vii) macros.

**Advanced Access** – features include (i) object linking and embedding (ii) advanced queries (iii) custom forms (iv) customising reports (v) PivotTables, PivotCharts, XML and SQL server (vi) relational relationships (vii) macros.