ECDL Word Processing Software Using Word 2010 (BCS ITQ Level 1)

By CiA Training Ltd.

CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, ECDL Word Processing Software Using Word 2010 (BCS ITQ Level 1), CiA Training Ltd., Approved by BCS. This training guide has been written specifically for the new ECDL unit Word Processing Software (BCS ITQ level 1, syllabus 2.0). Each exercise has been designed to gradually build up your knowledge of Microsoft Word 2010 using a simple, step-by-step approach. You will learn how to select and use a range of basic word processing tools and techniques to produce simple documents. Data files to accompany this title allow you to practise the many different software features covered.

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