



ECDL Advanced Word Processing Software Using Word 2013 (BCS ITQ Level 3)

By CiA Training Ltd.

CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, ECDL Advanced Word Processing Software Using Word 2013 (BCS ITQ Level 3), CiA Training Ltd., Approved by BCS and ECDL Foundation. This training guide has been written specifically for the ECDL unit Advanced Word Processing Software (BCS ITQ level 3, syllabus 2.0). Each exercise has been designed to build upon and extend your knowledge of Microsoft Word 2013 using a simple, step-by-step approach. You will learn how to select and use a range of advanced word processing software tools and techniques to create complex documents. Data files to accompany this title allow you to practise the many different software features covered.



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