



## Teach Yourself Word 2013 Advanced

By MR Paul Buggs

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.At LEARN NEW SKILLS FROM HOME, we strive to help self-study learners achieve their goals by providing affordable learning materials without compromising on quality. All our study materials are designed for the VISUAL LEARNER and use easy-to-follow, step-by-step instructions, illustrated throughout via screen shots. This easy-to-use visual guide covers advanced features in the popular Microsoft Office Word 2013 applications. This guide can be mapped to popular globally recognized qualifications syllabuses set at level 3 (A-level) standards. Curriculum areas covered include ECDL Advanced Word-Processing (European Computer Driving License), ICDL Advanced Word-Processing (International Computer Driving License) and the ITQ Advanced Word-Processing (Information Technology Qualification) units. Additional learning support supplied includes: Sample Tests Examination Checks Shortcut Tips Test Structures Underpinning Knowledge Marking Schemes Users of this guide will also have access to our online MEMBERS AREA (12 months FREE access), which provides question and answer snippets, job search facilities, qualification updates and forum.



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