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Taylor & Francis Ltd. Paperback. Book Condition: new. BRAND NEW, ECDL/ICDL 3.0 Made Simple (Office 2000 Edition) (2nd Revised edition), BCD Ltd, The courses comprise of the following seven modules: 1. Basic concepts of Information Technology 2. Using the computer and managing files 3. Word processing 4. Spreadsheets 5. Databases 6. Presentations 7. Information and Communication The ECDL and ICDL are internationally recognized standards of competence certifying that anyone having passed the qualification has gained the essential computer skills needed to be able to use the most common applications effectively. This book guides the reader through the modules, presenting the information in an easy-to-follow, step-by-step manner. Points in the text are highlighted by tips and notes and examples are included to consolidate learning. This revised edition contains an interactive CD Rom which features a full multimedia tutorial including screen animations, talking heads, and audio commentary. It also includes integrated mock tests with results, practical exercises with feedback, and the ability to view training websites both on-line and off-line.



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