



Teach Yourself Excel 2016 Advanced (Paperback)

By Paul Buggs

Createspace Independent Publishing Platform, United States, 2016. Paperback. Condition: New. Language: English. Brand new Book. Gain the advanced skills needed to achieve the world's most recognized qualifications including the ECDL ADVANCED SPREADSHEETS (European Computer Driving License) and ICDL ADVANCED SPREADSHEETS (International Computer Driving License) certifications. All our study materials are designed for the VISUAL LEARNER and use easy-to-follow, step-by-step instructions, illustrated throughout via screen shots. Using MICROSOFT EXCEL 2016 this manual is mapped to both the ECDL Advanced Spreadsheets (European Computer Driving License) and ICDL Advanced Spreadsheets (International Computer Driving License) units set at level 3 (A-level) standards. Users of this manual 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. Additional BONUS material is available to download covering the ITQ ADVANCED (Information Technology Qualification) Improving Productivity Word-Processing unit (level 3). ITQ qualification can be mapped to the ECDL syllabus within the UK allowing learners to gain another recognised qualification the ITQ LEVEL 3 IN IT USER SKILLS. Additional learning support supplied includes; Sample Tests, Examination Checks, Shortcut Tips, Test Structures, Underpinning Knowledge and Marking Schemes. [http:](http://)



READ ONLINE
[6.66 MB]

Reviews

Good eBook and useful one. It is amongst the most remarkable ebook i actually have study. You can expect to like the way the article writer publish this pdf.

-- Prof. Armand Senger DVM

Absolutely essential go through book. It can be rally fascinating throgh studying period of time. You wont truly feel monotony at at any time of your respective time (that's what catalogues are for concerning in the event you question me).

-- Roberto Leannon