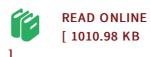# City & Guilds Level 2 ITQ - Unit 201 - Improving Productivity Using IT Using Microsoft Office

By CiA Training Ltd

CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, City & Guilds Level 2 ITQ - Unit 201 - Improving Productivity Using IT Using Microsoft Office, CiA Training Ltd, This training guide has been written specifically for the City & Guilds ITQ (IT Users) level 2 unit Improving Productivity using IT, which requires you to create appropriate IT solutions and be able to identify the most suitable computer software to complete a task. Each exercise in this guide has been designed to gradually build up your knowledge using a simple, user friendly, step-by-step approach. This unit requires you to identify any legal/local guidelines or constraints and be able to identify automated routines that can help improve productivity using IT. This guide provides you with the knowledge and techniques necessary to meet these learning outcomes.

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