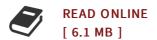# OCR Cambridge Nationals in ICT for Unit R003 (Microsoft Excel 2010)

By CiA Training Ltd.

CiA Training Ltd. Paperback. Book Condition: new. BRAND NEW, OCR Cambridge Nationals in ICT for Unit R003 (Microsoft Excel 2010), CiA Training Ltd., This book is a comprehensive and practical study guide for the new OCR Cambridge Nationals in ICT qualification. It has been written specifically for unit R003: Handling Data Using Spreadsheets and covers all of the content that students need to know to pass the assessment. Features include: A unique and innovative approach to OCR Cambridge Nationals in ICT; Learning situated in the fun and engaging Big Planet Theme Park; Vocational scenarios feature authentic tasks to analyse and solve; A range of interesting and challenging step-by-step exercises; Full coverage of advanced spreadsheet concepts and professional practices; A focus on independent learning and confidence building; Hints and tips to encourage creativity and effective design and testing; Revision exercises to develop skills and reinforce learning; Use of simple language that is accessible to all levels and abilities; Specific instructions for using Microsoft Excel 2010; Ready-made data files available to download and use.

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