



ECDL Word Processing Software Using Word 2016 (BCC ITQ Level 2)

By Davies Helen

Spiral bound. Book Condition: New. Not Signed; Description: Approved by BCS and ICS Skills. This training guide has been written specifically for the new ECDL unit Word Processing Software (BCS ITQ level 2, syllabus 5.0). Each exercise has been designed to gradually build up your knowledge of Microsoft Word 2016 using a simple, step-by-step approach. You will learn how to create and edit text based documents and use a range of basic word processing tools and techniques. Data files to accompany this title allow you to practise the many different software features covered. book.



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Reviews

Basically no terms to explain. I have read and so i am certain that i will gonna go through once again once more in the future. I realized this ebook from my dad and i encouraged this book to discover.

-- **Forest Little**

The ideal publication i at any time read through. It really is writter in easy phrases and never difficult to understand. Its been designed in an remarkably easy way which is merely right after i finished reading through this publication by which actually transformed me, affect the way i think.

-- **Jaqueline Flatley**