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Word Processing Software Bcs Itq

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This training guide has been written specifically for the ECDL unit Advanced Word Processing Software (BCS ITQ level 3, syllabus 2.0). Each exercise has been designed to build upon and extend your knowledge of Microsoft Word 2013 using a simple, step-by-step approach., You will learn how to select and use a range of advanced word processing software tools and techniques to create complex documents.

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This training guide has been written specifically for the ECDL unit Advanced Spreadsheet Software (BCS ITQ level 3, syllabus 2.0). Each exercise has been designed to build upon and extend your knowledge of Microsoft Excel 2013 using a simple, step-by-step approach., You will learn how to use a range of advanced spreadsheet software tools and techniques to produce complex spreadsheets.