Ecdl Advanced Syllabus 2 0 Module Am4 Word Processing Using Word 2010

ECDL Advanced 2.0CIA Training

Covering various aspects of the ECDL/ICDL Advanced AM6 syllabus, this step-by-step, exercise based manual helps readers gain the required knowledge for the successful completion of the ECDL Foundation test. Useful data files are available to download, which allows the practise of different software features. It is approved by the ECDL Foundation.

Intended for those wishing to increase their spreadsheet knowledge, this title covers the ECDL/ICDL Advanced AM4 syllabus, which includes functions, scenarios and pivot tables. It also includes the data files which allow you to practise the different software features.

Are you about to do the ECDL Advanced AM6 test? This work contains exercises that help you broaden your ability, boost your confidence and prepare you for the test.

A manual that covers the aspects of the ECDL Advanced AM3 syllabus. It includes the data files which allow you to practise the different software features.

As well as comprehensively covering the ECDL/ICDL Advanced AM4 syllabus, this manual is useful for those wishing to increase their spreadsheet knowledge. Designed to gradually build up your knowledge the syllabus includes advanced Functions, Scenarios and Pivot Tables. Data files are supplied on CD which allow you to practise the different features.Approved by the ECDL Foundation.

Are you about to do the ECDL Advanced AM3 test? This guide gives everyday examples, and tests how your new found knowledge can be utilised. It contains exercises that can broaden your ability, boost your confidence and prepare you for the test.

Are you about to do the ECDL Advanced AM4 test? This guide gives everyday examples, and tests how your new found knowledge can be utilised. It contains exercises that cover different topics of the syllabus.

Provides an invaluable step-by-step guide to Advanced ECDL Word Processing, with numerous screenshots showing exactly what should appear on the screen at each stage. Exercises have been designed so that you don't need to load documents from CD or the Internet -- you create the documents as you go along. The latest version of Microsoft Office (2003) is used throughout.

"The ECDL Advanced" series is about helping people to take full advantage of the broad capabilities of different applications. On completion of the programme, candidates will be certified as experts in the use of these applications.

Using one of the most powerful, but most feared, pieces of business software -- the Access package of Microsoft Office XP/2003, this comprehensive course book covers all aspects of the ECDL Advanced Databases module, providing everything candidates

need to pass the ECDL Advanced Databases certification test.

The ONLY all-in-one textbook to cover all 4 ECDL Advanced Modules in one -delivering your ECDL Expert qualification in one easy-to-use volume at a bargain price.

Covering the aspects required by the ECDL Advanced AM6 syllabus, this title discusses topics such as inserting and editing various types of image, and adding sounds and movies. It includes the data files which allow you to practise the different software features.

Covers various aspects of the ECDL Advanced AM3 syllabus. This step by step, exercise based manual helps you gain the required knowledge.

Complex presentation will be possible once this guide is studied. Not only does it cover all aspects required by the ECDL/ICDL Advanced AM6 syllabus, but could also be used by those familiar with PowerPoint but wishing to further their knowledge. Topics include inserting and editing various types of image, as well as adding sounds and movies. Data files are supplied which allow you to practise the different features.Approved by the ECDL Foundation.

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