

City & Guilds Level 2 ITQ - Unit 229 - Word Processing Software Using Microsoft Word 2010



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Reviews


Thorough information! Its this type of great go through. It is amongst the most incredible publication i actually have read through. It is extremely difficult to leave it before concluding, once you begin to read the book.


(Germaine Welch)

CITY & GUILDS LEVEL 2 ITQ - UNIT 229 - WORD PROCESSING SOFTWARE USING MICROSOFT WORD 2010



CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, City & Guilds Level 2 ITQ - Unit 229 - Word Processing Software Using Microsoft Word 2010, CiA Training Ltd, This training guide has been written specifically for the City & Guilds ITQ (IT Users) level 2 unit Word Processing Software, which requires you to use a software application to create and edit text based documents. Each exercise in this guide has been designed to gradually build up your knowledge of Microsoft Word using a simple, user friendly, step-by-step approach. This unit requires you to select and use a range of intermediate word processing tools and techniques to produce simple documents. This guide provides you with the knowledge and techniques necessary to meet these learning outcomes. Data files to accompany this title are available to download from our website, which allow you to practise the many different software features covered.

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