Teach Yourself Advanced Office 2007 - Third Edition

By Paul Buggs

Createspace, United States, 2013. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.This high quality manual incorporates FIVE UNITS IN ONE book covering Microsoft Office 2007 Word, Excel, Access and PowerPoint applications. The guide is designed for the VISUAL LEARNER with its easy-to-follow, step-by-step instructions, illustrated throughout via screen shots. All books can be mapped to popular globally recognized qualifications syllabuses set to level 3 (A-level) standards. Curriculum areas covered include (European Computer Driving License) ECDL Advanced, (International Computer Driving License) ICDL Advanced and (Information Technology Qualification) ITQ Advanced. This book is idea for both learners who are working towards qualifications or those just wishing to enhance their personal ICT proficiently. Additional learning support supplied within this book includes, Sample Tests, Examination Checks, Shortcut Tips, Test Structures, Underpinning Knowledge, Marking Schemes. Purchasers can also access an online MEMBERS AREA (12 months FREE access), which provides question and answer snippets, job search facilities, qualification updates and forum.

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