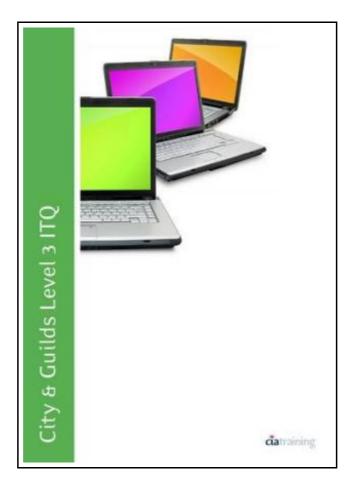# City & Guilds Level 3 ITQ - Unit 329 - Word Processing Software Using Microsoft Word 2010

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Reviews

Merely no terms to spell out. We have read through and i also am confident that i will gonna read yet again again in the future. You will not sense monotony at anytime of your own time (that's what catalogs are for about should you question me).
(Pasquale Larkin I)

CITY & GUILDS LEVEL 3 ITQ - UNIT 329 - WORD PROCESSING SOFTWARE USING MICROSOFT WORD 2010

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CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, City & Guilds Level 3 ITQ - Unit 329 - 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 3 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 demonstrate the skills and knowledge needed to select and use a range of advanced word processing software tools and techniques. 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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