



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

By CiA Training Ltd

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.



READ ONLINE
[1.14 MB]

Reviews

An incredibly great book with perfect and lucid answers. Better then never, though i am quite late in start reading this one. You will not sense monotony at whenever you want of the time (that's what catalogues are for relating to if you question me).

-- **Nannie Lindgren Jr.**

It is an incredible publication that we have actually read through. It is among the most incredible pdf i actually have study. I am just pleased to let you know that here is the very best pdf i actually have study in my personal lifestyle and could be he greatest book for possibly.

-- **Ms. Linnea Medhurst I**