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Word Processing Software Bcs Itq

Approved by BCS and ICS Skills. This training guide has been written specifically for the new ECDL unit Word Processing Software (BCS ITQ level 2, syllabus 5.0). Each exercise has been designed to gradually build up your knowledge of Microsoft Word 2016 using a simple, step-by-step approach., You will learn how to create and edit text based documents and use a range of basic word processing tools and techniques.

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This training guide has been written specifically for the ECDL unit Advanced Spreadsheet Software (BCS ITQ level 3, syllabus 2.0). Each exercise has been designed to build upon and extend your knowledge of Microsoft Excel 2013 using a simple, step-by-step approach., You will learn how to use a range of advanced spreadsheet software tools and techniques to produce complex spreadsheets.

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