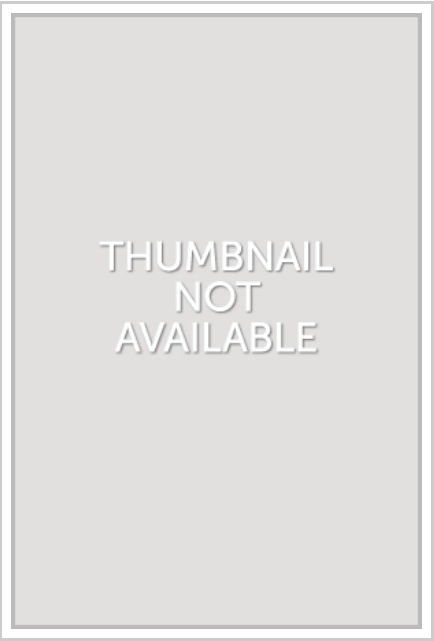


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OCR Level 2 ITQ - Unit 78 - Word Processing Software Using Microsoft Word 2007

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CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, OCR Level 2 ITQ - Unit 78 - Word Processing Software Using Microsoft Word 2007, CiA Training Ltd, This training guide has been written specifically for the OCR Level 2 ITQ 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 optional level 2 unit is has a credit value of 4, and 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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