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Heinemann Learning to Pass ECDL Syllabus 4.0
Ecdl ECDL Advanced Database Advanced ECDL Ecdl / Icdl (Syllabus 4) Module 2 ECDL/ICDL Advanced AM5 Database Using Microsoft Access
Pass ECDL 4 Heinemann Learning to Pass ECDL Syllabus 4.0 Using Office 2003 Ecdl/Icdl Advanced Module Am6 Presentations Using Powerpoint 2003
Ecdl/Icdl Advanced Module Am4 Spreadsheets Using Excel 2003
Ecdl/Icdl Advanced Module AM5 Databases Using Access 2000
Ecdl/Icdl Advanced Module Am5 Databases Using Access 2003 ECDL/ICDL Syllabus 4 Module 5 Databases using Access 2000
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Ecdl/Icdl Syllabus 4 Module 4 Spreadsheets Using Excel 2000
Ecdl/Icdl Syllabus 4 Module 4 Spreadsheets Using Excel 2003
Ecdl/Icdl Syllabus 4 Module 1 Basic Concepts of IT
Advanced ECDL: Spreadsheets
Ecdl/Icdl Syllabus 4 Module 3 Word Processing Using Word 2003
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Ecdl/Icdl Syllabus 4 Module 7 Information and Communication Using Internet Explorer 5 and Outlook Express
Ecdl/Icdl Syllabus 4. 0 Module 2 Using the Computer and Managing Files Using Windows 98
CiA Revision Series ECDL/ICDL Advanced AM6 Presentations
CiA Revision Series ECDL/ICDL Advanced AM4 Spreadsheets
CiA Revision Series ECDL/ICDL Advanced AM3 Word Processing
Pass ECDL 4 Ecdl/Icdl Advanced Module Am3 Word Processing Using Word 2003
Ecdl/Icdl Advanced Module AM6 Presentations Using PowerPoint 2000
Ecdl/Icdl Advanced Module AM4 Spreadsheets Using Excel 2000
Ecdl Part 2 Unit E - Using It
ECDL/ICDL Syllabus 4 Using Microsoft Office Learning to Pass ECDL
Ecdl/Icdl Syllabus 4 Module 7 Information and Communication Using Internet Explorer 6 and Outlook Express
Heinemann Learning to Pass Advanced ECDL AM4 Spreadsheets Using Office 2003
Complete ECDL 5 Pass ECDL 5
Ecdl/Icdl Advanced Module AM4 Spreadsheets Using Excel XP

Covers the information students need to pass the Advanced ECDL AM4 Spreadsheets qualification using Microsoft Office 2003. This comprehensive manual covers all aspects required by Module 3 ECDL/ICDL Syllabus 4.0. Designed to gradually build up knowledge, it takes a step-by-step, exercise based approach and is approved by the ECDL Foundation. To demonstrate the ability to use a word processing application. Gives an understanding of advanced operations associated with editing, layout, organisation and printing of a word processed document and the use of various elements and special tools. This textbook covers Module 7: Information and Communication for ECDL version 4. Written in a straightforward style, this book will be a useful guide for students studying for the ECDL (European Computer Driving Licence) qualification.

Module 2 ECDL/ICDL Syllabus 4.0. You will learn about the main operating features of Windows, the desktop and display settings on your computer. Approved by the ECDL Foundation. Learn the basic operations associated with searching and navigating web sites to access information, how to create and send e-mail messages and how to manage personal distribution lists and message folders. The manual comes with its own data files which you can use for practising the relevant exercises. Approved by the ECDL Foundation.

Module 6 ECDL/ICDL Syllabus 4.0. This manual helps you learn how to create a PowerPoint presentation using various types of slides, how to format your slides using a variety of techniques and how to run a slide show. The manual comes with its own data files which you use for practising the relevant exercises. Approved by the ECDL Foundation. Tests can be daunting, especially, ECDL Advanced tests. This guide gives everyday examples, and tests how your knowledge can be utilised. It includes exercises to help you broaden your ability, boost your confidence and prepare you for the test. Revised for the new specification, this textbook covers all the modules of this qualification. Skills practice helps consolidate learning. Practice material at the end of each module helps prepare students for assessment. A CD-ROM contains answers and recalled text to save time and effort. Covering various aspects of the ECDL/ICDL Advanced AM4 syllabus, this step-by-step, exercise based manual helps readers gain the required knowledge for the successful completion of the ECDL Foundation test. Useful data files are available to download, which allows the practise of different software features. It is approved by the ECDL Foundation. Covering theoretical elements such as legal issues associated with computing, health and safety and good practice, this text also covers the practical skills involved in integrating, exporting and analysing data. This comprehensive manual covers all aspects required by Module 5 ECDL/ICDL Syllabus 4.0. Data files are supplied with the manual which allow practice of the different software features. It is approved by the ECDL Foundation. Provides an invaluable step-by-step guide to Advanced ECDL Databases, with numerous screenshots showing exactly what should appear on the screen at each stage. Exercises have been designed so that you don't need to load documents from CD or the Internet -- you create the documents as you go along. The latest version of Microsoft Office (2003) is used throughout. Covers all modules of the ECDL qualification and all of the underpinning knowledge your students need to complete their assessment. Screenshots and illustrations using Office 2003 bring the theory to life, making learning easy. Skills practice throughout helps students consolidate what they have learnt. Practice material at the end of each module prepares students for the ECDL assessment. A CD-ROM with the book contains recalled text to save keying-in time, and answers to the exercises in the books.

Pass ECDL5 Using Microsoft Office 2007, covers the full ECDL syllabus providing everything learners need in an accessible, user-friendly format. This title includes step-by-step instructions and screenshots that guide students through the learning points enabling them to develop all the skills they need to pass the test. Learning objectives of each module are outlined clearly in an introduction, and throughout the book 'Ask yourself' sections help students to check that they have met all the criteria. Mock tests offer practice and help to build students' confidence, and are also linked to the syllabus references making it easy for teachers to identify any weaker areas amongst their learners. A downloadable grid shows how the book matches the syllabus giving peace of mind that students are covering what they need to. Tests can be daunting, especially, ECDL Advanced tests. This guide gives everyday examples, and tests how your knowledge can be utilised. It includes exercises to help you broaden your ability, boost your confidence and prepare you for the test. Provides an invaluable step-by-step guide to Advanced ECDL Word Processing, with numerous screenshots showing exactly what should appear on the screen at each stage. Exercises have been designed so that you don't need to load documents from CD or the Internet -- you create the documents as you go along. The latest version of Microsoft Office (2003) is used throughout. This comprehensive manual covers all aspects required by Module 1 ECDL/ICDL Syllabus 4.0. Designed to gradually build up your knowledge taking a step by step, exercise based approach. The ideal training solution, whether you are a beginner, or if you just need to fill gaps in your existing knowledge. Module 1 gives an insight into hardware and software as well as giving examples of how computers are used every day. Approved by the ECDL Foundation. Learn the basic operations associated with searching and navigating web sites to access information, how to create and send e-mail messages and how to manage personal distribution lists and message folders. The manual comes with its own data files which you can use for practising the relevant exercises. Approved by the ECDL Foundation.

New edition of this bestselling, ICS-approved textbook covering all seven modules of the ECDL 5 syllabus. Uses a combination of Microsoft Office 2010 suite of applications with Internet Explorer 8 and Windows Live Mail on the Microsoft Windows 7 operating system platform. Book and work files are also suitable for users of Microsoft Office 2007 suite of applications. Taking a comprehensive yet practical approach, images and screen grabs are used to explain concepts in a step-by-step manner. Clearly defined goals, support exercises and retention exercises are provided throughout the text.

WRITTEN FOR: Students taking ECDL 5 modules As well as comprehensively covering the ECDL/ICDL Advanced AM4 syllabus, this manual is useful for those wishing to increase their spreadsheet knowledge. Designed to gradually build up your knowledge the syllabus includes advanced Functions, Scenarios and Pivot Tables. Data files are supplied on CD which allow you to practise the different features. Approved by the ECDL Foundation. Covering various aspects of the ECDL/ICDL Advanced AM5 syllabus, this step-by-step, exercise based manual helps readers gain the required knowledge for the successful completion of the ECDL Foundation test. Useful data files are available to download, which allows the practise of different software features. It is approved by the ECDL Foundation.

Module 2 ECDL/ICDL Syllabus 4.0. You will learn about the main operating features of Windows, the desktop and display settings on your computer. You will also learn how to organise and manage files and folders using the supplied data files. Approved by the ECDL Foundation 'ECDL/ICDL Syllabus 4' contains a collection of exercises that provides you with support and assistance so you can assess and improve your knowledge of Microsoft Windows and Office. They are designed to reinforce the understanding of the skills and techniques necessary before taking the ECDL tests. As well as comprehensively covering the ECDL/ICDL Advanced AM4 syllabus, this manual is useful for those wishing to increase their spreadsheet knowledge. Designed to gradually build up your knowledge the syllabus includes advanced Functions, Scenarios and Pivot Tables. Data files are supplied on CD which allow you to practise the different features. Approved by the ECDL Foundation. Covering various aspects of the ECDL/ICDL Advanced AM3 syllabus, this step-by-step, exercise based manual helps readers gain the required knowledge for the successful completion of the ECDL Foundation test. Useful data files are available to download, which allows the practise of different software features.

Module 5 ECDL/ICDL Syllabus 4.0. Learn how to design a database and how to create tables, how to retrieve and manipulate data and present it in a report format. The manual comes with its own data files which you use for practising the relevant exercises. Approved by the ECDL Foundation. If databases are your preference, then this manual could be for you. It covers all aspects required by the ECDL/ICDL Advanced AM5 syllabus, but could assist those wishing to further their database knowledge. Included are exercises ranging from creating a database to creating complex grouped reports and performing action queries. Useful data files are supplied with the manual which allow you to practise the different software features. Approved by the ECDL Foundation Tests can be daunting, especially ECDL Advanced tests. Are you about to do the ECDL Advanced AM6 test? Is your knowledge up to scratch? This guide gives everyday examples, and tests how your new found knowledge can be utilised. Complex presentation will be possible once this guide is studied. Not only does it cover all aspects required by the ECDL/ICDL Advanced AM6 syllabus, but could also be used by those familiar with PowerPoint but wishing to further their knowledge. Topics include inserting and editing various types of image, as well as adding sounds and movies. Data files are supplied which allow you to practise the different features. Approved by the ECDL Foundation.

Module 3 ECDL/ICDL Syllabus 4.0. This manual helps you to create, format and finish word processed documents. You will learn how to use some of the more advanced features of word processing such as creating standard tables and importing pictures and images. The manual comes with its own data files which allows you to practise the different word processing features. Approved by the ECDL Foundation.

Module 4 ECDL/ICDL Syllabus 4.0. This manual helps you learn how to design spreadsheets, how to use basic functions to perform calculations within your spreadsheet and how to create and format charts. The manual comes with its own data files which you use for practising the relevant exercises. Approved by the ECDL Foundation. The European Computer Driving Licence (ECDL) is an internationally recognised qualification for IT skills. There are 7 modules in total. "The ECDL Advanced" series is about helping people to take full advantage of the broad capabilities of different applications. On completion of the programme, candidates will be certified as experts in the use of these applications. This comprehensive manual covers all aspects required by Module 4 ECDL/ICDL Syllabus 4.0. Data files are supplied with the manual which allow practice of the different software features. It is approved by the ECDL Foundation. This comprehensive manual covers all aspects required by Module 6 ECDL/ICDL Syllabus 4.0. Designed to gradually build up knowledge, it takes a step-by-step, exercise based approach. Data files are supplied with the manual which allows practice of the different software features. It is approved by the ECDL Foundation. Covering various aspects of the ECDL/ICDL Advanced AM6 syllabus, this step-by-step, exercise based manual helps readers gain the required knowledge for the successful completion of the ECDL Foundation test. Useful data files are available to download, which allows the practise of different software features. It is approved by the ECDL Foundation. Tests can be daunting, especially ECDL Advanced tests. Are you about to do the ECDL Advanced AM5 test? Is your knowledge up to scratch? Why not reinforce and test your knowledge using the exercises in this book? This guide gives everyday examples, and tests how your new found knowledge can be utilised. This fully revised text for the European Computer Driving Licence has been updated. It takes students step-by-step through the seven modules of the award, setting tasks and exercises on the way.

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