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# Microsoft Office Icdl Study Guide Ms 2015

**Mike Gunderloy, Michael  
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## **Microsoft Office Icdl Study Guide Ms 2015:**

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*ECDL / ICDL 4.0 Study Guide* John Lancaster, Bill McTaggart, David Penfold, David Stott, 2004-08-20 Here s the book you need to prepare for the seven modules required for the European International Computer Driving License qualification Produced in conjunction with the British Computer Society and approved by the ECDL Foundation this volume provides Comprehensive coverage of all objectives for the ECDL ICDL Syllabus Version 4 0 Practical instruction on computer application and Internet fundamentals Detailed hands on exercises using Office XP Real world insights and advice from experienced IT professionals Key topics include Fundamental Concepts of IT Identifying computer hardware and software components understanding networking basics health and safety issues security and copyright law Using the Computer and Managing Files Managing files and the desktop handling viruses and printing Word Processing Managing documents inserting and editing data formatting text creating tables using mail merge and preparing data for output

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*ECDL/ICDL Syllabus 4 Using Microsoft Office* Dawn Harvey, 2005 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

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