ECDL Spreadsheet Software Using Excel 2013 (BCS ITQ Level 2)

By CiA Training Ltd.

CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, ECDL Spreadsheet Software Using Excel 2013 (BCS ITQ Level 2), CiA Training Ltd., Approved by BCS and ECDL Foundation. This training guide has been written specifically for the new ECDL unit Spreadsheet Software (BCS ITQ level 2, syllabus 5.0). Each exercise has been designed to gradually build up your knowledge of Microsoft Excel 2013 using a simple, step-by-step approach. You will learn how to create and edit spreadsheets and use a range of professional tools and techniques. Data files to accompany this title allow you to practise the many different software features covered.

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