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

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Ecdl Word Processing Software Using Word 2016 Bcc Itq Level 2  
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.

Intended for those wishing to increase their spreadsheet knowledge, this title covers the ECDL/ICDL Advanced AM4 syllabus, which includes functions, scenarios and pivot tables. It also includes the data files which allow you to practise the different software features.

This book is open access under a CC BY 4.0 license. It relates to the III Annual Conference hosted by The Ministry of Education and Science of the Russian Federation in December 2016. This event has summarized, analyzed and discussed the interim results, academic outputs and scientific achievements of the Russian Federal Targeted Programme “Research and Development in Priority Areas of Development of the Russian Scientific and Technological Complex for 2014–2020.” It contains 75 selected papers from 6 areas considered priority by the Federal Targeted Programme: computer science, ecology & environment sciences; energy and energy efficiency; lifesciences; nanoscience & nanotechnology and transport & communications. The chapters report the results of the 3-years research projects supported by the Programme and finalized in 2016.

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