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Paula Kelly



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Heinemann Learning to Pass ECDL Syllabus 4.0 Angela Bessant,2004 This text leads students through the Office XP applications step by step whilst at the same time teaching them the requirements of the European Computer Driving Licence Award *Training for Ecdl Windows Xp/Office 2003* Paula Kelly,2005-08-01 Written for Windows XP Office 2003 this manual takes the learner through each of the seven modules in easy to comprehend step by step sequences

ECDL4 Brendan Munnelly,Paul Holden,2004 ECDL 4 The Complete Course book for Office XP offers candidates everything they need to pass the ECDL exam with case studies practical examples and exercises throughout to enable candidates to develop the skills they need for success *How to Pass ECDL for Microsoft Office XP* Paul Holden,Brendan Munnelly,Jackie Sherman,2005-08-01 Fully accredited content clever design and student features make this ECDL EXAM SUCCESS PACK the easiest way of passing the ECDL The pack contains 1 How To Pass ECDL4 for Office XP an engaging student friendly textbook ideal to accompany any ECDL course Includes FREE 4 colour cut out and keep summary module guides at the back ideal for study and revision 2 Practical Exercises for ECDL4 newly updated for the latest syllabus full of exercises and model answers to reinforce learning and help prepare for and pass the ECDL test ICDL4 Brendan

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Munnelly and Paul Holden are experienced IT trainers consultants journalists and authors Based in Dublin Ireland they developed user training materials for a range of corporate and government organisations throughout Europe They also offer frequent contributions to computer publications Course Ilt ,2004-11 **Ecdl/Icdl Syllabus 4 Module 3 Word**

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