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Information Technology 2 Using the computer and managing files 3 Word processing 4 Spreadsheets 5 Databases 6 Presentations 7 Information and Communication The ECDL and ICDL are internationally recognized standards of competence certifying that anyone having passed the qualification has gained the essential computer skills needed to be able to use the most common applications effectively This book guides the reader through the modules presenting the information in an easy to follow step by step manner Points in the text are highlighted by tips and notes and examples are included to consolidate learning This revised edition contains an interactive CD Rom which features a full multimedia tutorial including screen animations talking heads and audio commentary It also includes integrated mock tests with results practical exercises with feedback and the ability to view training websites both on line and off line **Training Manual for ECDL European Computer Driving Licence** Paula Kelly,Denise O'Connor,2004 This is the successor title to the highly successful Training for ECDL Syllabus 4 manual published by Blackrock Education Centre Written by teachers who train ECDL students they have used the knowledge experience and feedback from the learners to compile this excellent manual The learner is brought through each of the modules in an easy to comprehend step step manner There is an additional beginner s section for the first time user and a new interactive support for Module 7 The text contains screen shots examples and simple exercises at the end of each chapter It can be used in the classroom or as a self study guide for all who wish to reach the ECDL standard of computer competence Additional resources to this book are available free of charge to download from our website www ecdlmanual org or from the CD enclosed Ecdl/Icdl Syllabus 4 Module 6 Presentations Using PowerPoint XP Cia Training Ltd Staff,2003-04 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 **Training for ECDL.** John Brennan,2001

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