OCR Level 2 ITQ - Unit 70 - Spreadsheet Software Using Microsoft Excel 2010

By CiA Training Ltd

CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, OCR Level 2 ITQ - Unit 70 - Spreadsheet Software Using Microsoft Excel 2010, CiA Training Ltd, This training guide has been written specifically for the OCR ITQ (IT User Skills) level 2 Spreadsheet Software, which requires you use a software application to create and edit spreadsheets. Each exercise in this guide has been designed to gradually build up your knowledge of Microsoft Excel using a simple, user friendly, step-by-step approach. This optional level 2 unit is has a credit value of 4, and requires you use a range of intermediate spreadsheet tools and techniques to produce spreadsheets that are at times non-routine and unfamiliar. This guide provides you with the knowledge and techniques necessary to meet these learning outcomes. Data files to accompany this title are available to download from our website, which allow you to practise the many different software features covered.

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