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ICDL the Complete Coursebook for Office 2003: The Complete Coursebook for Mic.

By Sharon; Murphy

Addison Wesley Pub Co Inc, 2005. Taschenbuch. Condition: Neu. Gebraucht - Wie neu Unbenutzt. Schnelle Lieferung, Kartonverpackung. Abzugsfähige Rechnung. Bei Mehrfachbestellung werden die Versandkosten anteilig erstattet. - By using case studies, practical examples and exercises, candidates learn the skills they need to pass the exam -- and test themselves along the way. Comprehensively revised and updated to reflect the latest version of the ICDL syllabus - ICDL 4 - this complete coursebook covers all seven modules of the ICDL syllabus using the most popular business software - Microsoft windows XP(r), Microsoft Office 2003(r) and Internet Explorer 6(r) . It provides everything a student needs to gain full understanding and practical knowledge of the subjects covered by the syllabus, and then to pass the ICDL test. Approved and accredited by the ICDL Foundation. Clear, simple guidance on all of the ICDL modules. Basic computer terms and concepts explained in plain English. Over 700 screen images and illustrations to guide students through Windows XP(r) and MS Office 2003(c) applications. 'How-to' information provided, based on examples of everyday tasks. Includes short cuts and insider tips, drawn from the real-world experiences of computer professionals. Summary of critical information at the end of each section....



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