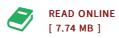




## ICDL the Complete Coursebook for Office 2003: The Complete Coursebook for Mic.

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....



## Reviews

Comprehensive guide for pdf fanatics. Sure, it really is play, nevertheless an interesting and amazing literature. I discovered this publication from my dad and i suggested this ebook to learn.

-- Ms. Isobel Rosenbaum I

Simply no words to spell out. It can be rally fascinating throgh studying period of time. You will not really feel monotony at at any moment of your own time (that's what catalogues are for concerning if you ask me).

-- Dr. Isabella Turner