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CiA Training Ltd, United Kingdom, 2013. Spiral bound. Condition: New. Language: English . Brand New Book. This training guide has been written specifically for the BCS ITQ level 1 unit Improving Productivity using IT, which requires you to create IT solutions to simple problems and be able to identify the most suitable computer software to complete a task. Each exercise in this guide has been designed to gradually build up your knowledge using a simple, user friendly, step-by-step approach.

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