



## ITQ for IT Users Level 2 Student Book Office 2010

By Alan Jarvis, Neela Soomary, Allen Kaye, Richard McGill, Karen Anderson

Pearson Education Limited. Paperback. Book Condition: new. BRAND NEW, ITQ for IT Users Level 2 Student Book Office 2010, Alan Jarvis, Neela Soomary, Allen Kaye, Richard McGill, Karen Anderson, \* Covers enough units for the Level 2 Certificate. \* Accessible language and clear definitions. \* Step-by-step illustrated tutorials designed for Office 2010. \* Activities to practise the skills learned. \* Interesting and engaging scenarios and case studies. \* End-of-unit practice assessment activities. \* Includes guidance and practice for assessment methods used by OCR, City & Guilds, BCS and Edexcel. Units covered Database Software Imaging Software Presentation Software Spreadsheet Software Website Software Word Processing Software.



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