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Approved by BCS and ICS Skills. This training guide has been written specifically for the new ECDL unit Word Processing Software (BCS ITQ level 2, syllabus 5.0). Each exercise has been designed to gradually build up your knowledge of Microsoft Word 2016 using a simple, step-by-step approach., You will learn how to create and edit text based documents and use a range of basic word processing tools and techniques.

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