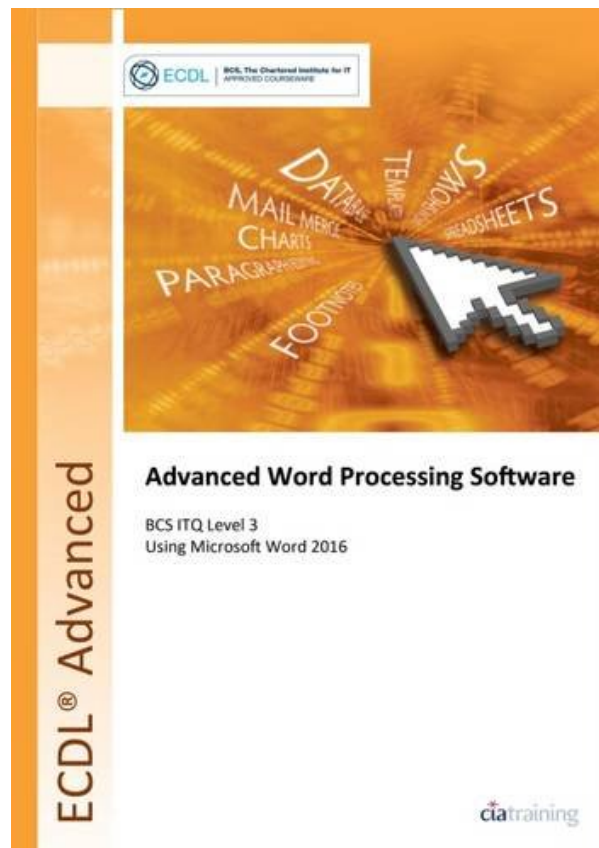
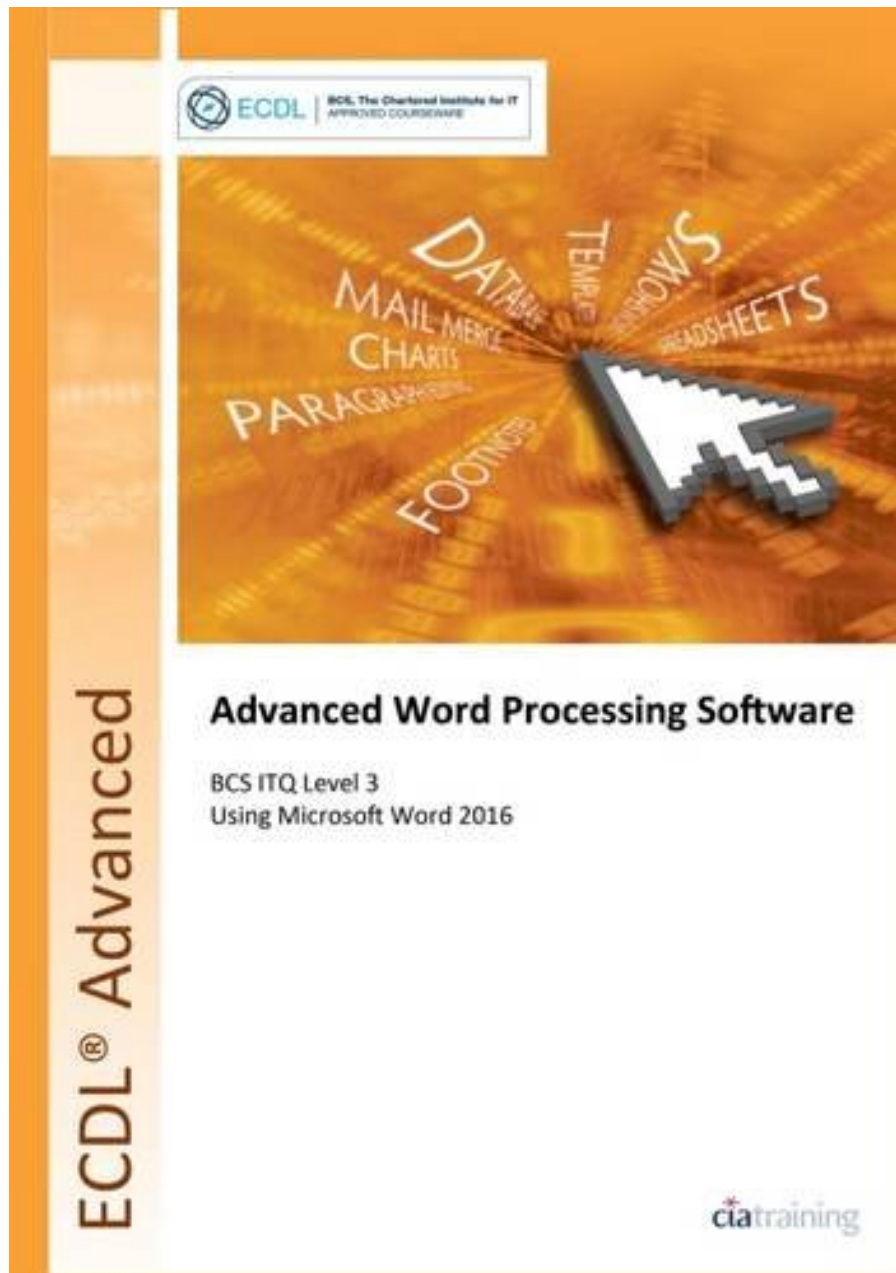


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Approved by BCS and ICS Skills. This training guide has been written specifically for the ECDL unit Advanced Word Processing Software (BCS ITQ level 3, syllabus 2.0). Each exercise has been designed to build upon and extend your knowledge of Microsoft Word 2016 using a simple, step-by-step approach. You will learn how to select and use a range of advanced word processing software tools and techniques to create complex documents. Data files to accompany this title allow you to practise the many different software features covered.

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