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CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, City & Guilds Level 3 ITQ - Unit 327 - Spreadsheet Software Using Microsoft Excel 2010, CiA Training Ltd, This training guide has been written specifically for the City & Guilds ITQ (IT Users) level 3 unit Spreadsheet Software, which requires you to use a software application to create complex spreadsheet workbooks. Each exercise in this guide has been designed to gradually build up your knowledge of Microsoft Excel using a simple, user friendly, step-by-step approach. This unit requires you to demonstrate the skills and knowledge needed to select and use a range of advanced spreadsheet software tools and techniques to produce complex spreadsheets. This guide provides you with the knowledge and techniques necessary to meet these learning outcomes. Data files to accompany this title are available to download from our website, which allow you to practise the many different software features covered.

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