# OCR Level 2 ITQ - Unit 31 - Desktop Publishing Software Using Microsoft Publisher 2007

By CiA Training Ltd

CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, OCR Level 2 ITQ - Unit 31 - Desktop Publishing Software Using Microsoft Publisher 2007, CiA Training Ltd, This training guide has been written specifically for the OCR Level 2 ITQ unit Desktop Publishing Software, which requires you to use suitable software to combine and manipulate text, images and graphics in publications that will be suitable for screen or print. Each exercise in this guide has been designed to gradually build up your knowledge of Microsoft Publisher using a simple, user friendly, step-by-step approach. This optional level 2 unit has a credit value of 4, and requires you to demonstrate the skills and knowledge needed to use a range of intermediate tools to produce publications that may be non-routine or unfamiliar. 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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