# OCR Level 1 ITQ - Unit 69 - Spreadsheet Software Using Microsoft Excel 2010

By CiA Training Ltd

CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, OCR Level 1 ITQ - Unit 69 - Spreadsheet Software Using Microsoft Excel 2010, CiA Training Ltd, This training guide has been written specifically for the OCR Level 1 ITQ unit Spreadsheet Software, which requires you to create and edit spreadsheets. 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 optional level 1 unit is has a credit value of 3, and requires you to select and use a range of spreadsheet software tools and techniques that are routine and familiar. 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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