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ECDL 4: The Complete Course book for Office XP offers candidates everything they need to pass the ECDL exam, with case studies, practical examples and exercises throughout to enable candidates to develop the skills they need for success.

Fully accredited for the ECDL Syllabus 4.0 for Office 2003, ECDL 4: The Complete Course book for Office 2003 presents everything learners need to pass the ECDL exam.

Fully accredited content, clever design and student features make this ECDL EXAM SUCCESS PACK the easiest way of passing the ECDL. The pack contains: (1) ECDL4 for Office XP Coursebook - offers the reader everything they need to pass the ECDL exam. By using case studies and practical examples, readers can learn the skills they are required to pass the exam, and test themselves on the way. (2) Practical Exercises for ECDL4 - newly updated for the latest syllabus, full of exercises and model answers to reinforce learning and help prepare for and pass the ECDL test.

Communication Skills for Health and Social Care acts as an accessible introduction to the wide range of communication skills needed for contemporary health and social care practice. Presented in a unique dictionary format that is easily navigated, the book is an ideal resource for students and trainees, as well as busy practitioners. Author Bernard Moss begins the book with a comprehensive introduction outlining the place that communication skills have in health and social care practice and education. The format of each entry provides an overview to the topic as well as interactive exercises that help develop the readers' knowledge, awareness, and skills levels.

This textbook covers Module 4: Spreadsheets for ECDL version 4. Written in a straightforward style, this book will be a useful guide for students studying for the ECDL (European Computer Driving Licence) qualification.

Learn the basic operations associated with searching and navigating web sites to access information, how to create and send e-mail messages and how to manage personal distribution lists and message folders. The manual comes with its own data files which you can use for practising the relevant exercises. Approved by the ECDL Foundation.

Validate your expertise and increase your productivity by mastering ECDL's highest level qualification for office applications - the Advanced ECDL Certification. This highly acclaimed, award winning Advanced ECDL study guide covers everything you need to help you attain your Advanced ECDL qualification. The International Academy of Computer Training has developed this complete Advanced ECDL book based on Microsoft registered| Office (including Word, Excel, PowerPoint & Access all to Advanced ECDL level). It contains over 450 pages covering all 4 advanced modules of the Advanced ECDL syllabus and it is fully approved by the ECDL Foundation. In today's hi-tech marketplace, excellent computer skills are essential and you need proof of your proficiency. This proof is provided by the Advanced ECDL Certification, a World-wide standard in IT Skills. The Advanced ECDL qualification is proof of your proficiency in key software applications and IT skills. This guide covers all Advanced ECDL Modules - Module 3, 4, 5, 6. and pivot tables in Excel; edit macros in Excel; build relational databases in Access and customise forms and reports; prepare and publish professional presentations in PowerPoint; publish to and share results on the web and intranet; integrate all the office applications; and schedule resources with outlook.