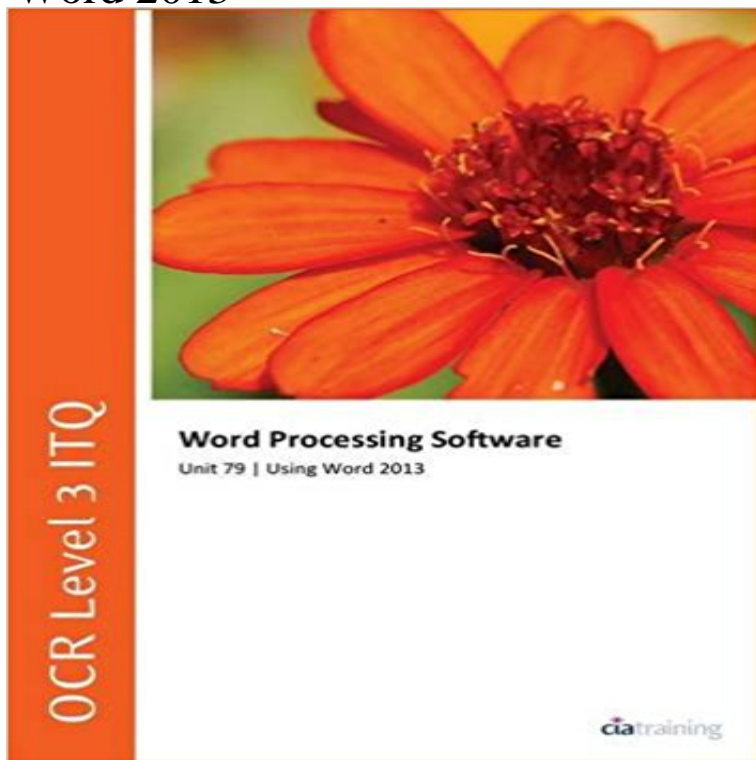


OCR Level 3 ITQ - Unit 79 - Word Processing Software Using Microsoft Word 2013



This training guide has been written specifically for the OCR ITQ (IT User Skills) level 3 Word Processing Software, which requires you to use a software application to create and edit text based documents. Each exercise in this guide has been designed to gradually build up your knowledge of Microsoft Word using a simple, user friendly, step-by-step approach. This optional level 3 unit has a credit value of 6, and requires you to demonstrate the skills and knowledge needed to select and use a range of advanced word processing software tools and techniques. 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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