

EDI Level 2 ITQ - Spreadsheet Software Using Microsoft Excel 2010



This training guide has been written specifically for the EDI ITQ (IT User Skills) level 2 unit Spreadsheet Software, which requires you use a software application 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 unit requires you use a range of intermediate spreadsheet tools and techniques to produce spreadsheets that are at times non-routine and 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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