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ECDL is the European Computer Driving Licence. This text promises to teach everything you need to know to pass the ECDL Advanced Spreadsheets exam. Designed to steer readers around the features needed to pass the four ECDL Advanced exams that make up ECDL Expert. This work includes step-by-step exercises that are used in conjunction with data files, available to download, which help to consolidate the learning process. How to pass ECDL® for Microsoft® Office 2003 Paul Holden and Brendan Munnelly How to Pass ECDL for Office 2003 has been written and designed to help you to study for the ECDL, to remember what you have learned - and to pass the exams with confidence! Fully covering the latest version of the ECDL syllabus - ECDL4 - using the most popular and commonly-used PC software (Microsoft Windows XP®; Office 2003; and Internet Explorer 6), How to Pass ECDL provides everything you need to understand and apply the subjects covered by the syllabus, and introduces many new features intended to make your studies more accessible and successful, including: Two-colour

layout makes it easy to follow each lesson and find your way around each module Four-colour "cut-out-and-keep" guides for each module to help your revision Learning goals explain exactly what you will be covering in each module New terms explained by subject area help you get to grips with unfamiliar terminology Example-based workbook approach guides you through new topics by practising as you go Tips boxes give you additional practical insider knowledge Clear screenshots illustrate each feature covered and help build your understanding The European Computer Driving Licence® (ECDL) is THE internationally recognised qualification that will allow you to demonstrate your competence in computer skills. Employers are increasingly relying on the ECDL to improve the skills of their workforce and to recruit computer-literate staff. The main benefits of the ECDL to you as an individual are that it: Raises your level of competence in IT and computer skills Improves your productivity at home and work Requires no prior knowledge of IT or computer skills Provides you with an industry-recognised qualification Everything you need to know to demonstrate your competence in computer skills and pass the ECDL tests, all in one book! Visit us on the web at www.pearson-books.com. 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) How To Pass ECDL4 for Office XP - an engaging, student friendly

textbook, ideal to accompany any ECDL course. Includes FREE 4-colour cut-out-and-keep summary module guides at the back - ideal for study and revision. (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. This revised text for the European Computer Driving Licence has been updated to be more accessible for students. It takes students step by step through the seven modules of the award, setting plenty of tasks and exercises on the way. This text uses Office 97 examples. Aimed at students studying the ECDL, this textbook should be a useful accompaniment to any ECDL course. It is full of exercises, tips, tricks and helpful hints which lead the student through the ECDL in an accessible way. Each module is self-contained, and students can monitor their progress as they proceed through the course. The European Computer Driving Licence (ECDL) is a European-wide qualification that enables you to demonstrate your competence in computer skills. It covers a range of specific knowledge areas and skill sets, broken down into seven modules. Module 4: Spreadsheets covers the basic concepts of spreadsheets and the ability to use a spreadsheet application on a PC. Included are the basic operations for developing, formatting and using a spreadsheet, together with the use of basic formulas and functions to carry out standard mathematical and logical operations. Importing

objects and creating graphs and charts are also covered. This study guide takes you through all the knowledge areas and skills required to pass Module 4 of the ECDL syllabus. Throughout we have used clear, jargon free, self-paced exercises to provide you with an understanding of all the key elements needed for the ECDL Test. A student book for Office 2007 that provides support for the ECDL Syllabus 5.0. Multi pack contains: * How to Pass ECDL 4: Office XP (ISBN 0131130145) * Practical Exercises for ECDL (ISBN 0131009060) Brilliant ECDL is the complete fully-accredited guide to passing the ECDL 4.0 examination for self-learners. With close to a million people in the UK alone studying the ECDL syllabus, the benefits of this easy-to-use guide are endless. The ECDL (European Computer Driving Licence) is an internationally-recognised, objective, standardised, and certificate of end-user computing skills. To qualify for the licence, candidates have to pass seven tests of PC knowledge and skill in the common business applications (wordprocessing, database, spreadsheets, presentations and the Internet). With ECDL registrations in the UK increasing monthly, the qualification is becoming more widely recognised as a desirable and mandatory certification of basic entry-level computing, IT skills and knowledge. With this rise in validation, more and more individuals are becoming aware of the need to gain the qualification for themselves, rather than as part

of a company training plan or initiative. Traditional training guides can be unwieldy and make it hard to get the information you need right away. Brilliant ECDL allows you to find the information you need easily and with minimal fuss, guiding you through each task using a visual step-by-step approach. Fully-updated to cover all 7 modules of the ECDL 4.0 Syllabus using the most popular business software, Microsoft Windows XP, Microsoft Office XP, and Internet Explorer 6, Brilliant ECDL is the perfect solution to all ECDL students' needs. Revised for the new specification, this textbook covers all the modules of this qualification. Skills practice helps consolidate learning. Practice material at the end of each module helps prepare students for assessment. A CD-ROM contains answers and recalled text to save time and effort. This text leads students through the Office XP applications step-by-step, whilst at the same time teaching them the requirements of the European Computer Driving Licence Award. This textbook covers Module 3: Word Processing 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. This is a new addition of the bestselling 'How To Pass ECDL' series covering the new Office 2003 software for the emerging 2005 training market. Covers all modules of the ECDL qualification and all of the underpinning knowledge your students need to

complete their assessment. Screenshots and illustrations using Office 2003 bring the theory to life, making learning easy. Skills practice throughout helps students consolidate what they have learnt. Practice material at the end of each module prepares students for the ECDL assessment. A CD-ROM with the book contains recalled text to save keying-in time, and answers to the exercises in the books. 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 2000 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. This text leads students through the Office 2000 applications step-by-step, whilst at the same time teaching them the requirements of the European Computer Driving Licence Award. This comprehensive coursebook covers all aspects of the ECDL advanced word-processing module using the popular business software - the Word package of Microsoft Office 2000. It provides everything a student needs to pass the ECDL Advanced Word-Processing certification test. As with ECDL: The Complete Coursebooks , these books promise to teach you

everything you need to know to pass the relevant Advanced exam - nothing more and nothing less. Everything you need to pass ECDL Advanced Spreadsheets, in one book! Nothing more. Nothing less. This book covers all aspects of the ECDL Advanced Spreadsheets syllabus, carrying the student through from ECDL3: The Complete Coursebook in the same user friendly style. The passport to successful ECDL certification Pass ECDL in 30 Steps, Office XP edition is designed to help learners pace their learning and allows flexibility in how they achieve their qualification. It is packed with interesting and engaging activities. The modules are covered in 30 digestible steps which take about half an hour each. Learners can do as many or as few steps at a time as they like. At the end of the book, learners will be confident and competent computer and office applications users and gain a qualification which employers recognize. No previous knowledge is required. The book has many features to make understanding and passing the ECDL easy. Learners can read through cover-to-cover, or select and focus on specific modules or applications. Written by experienced information technology lecturers, this text contains practice material throughout to consolidate learning and screenshots to make it easy for students to follow what they are doing. Covers the information students need to pass the Advanced ECDL AM4 Spreadsheets qualification using Microsoft Office 2003. Features a task-based,

applied learning approach that addresses each skill in turn and tests students' understanding with practice exercises. This book contains exercises that follow the theory at every stage to help build students' confidence. It includes screenshots that illustrate what students will see on the screen. A student book for Office 2003 that provides support for the ECDL Syllabus 5.0. This comprehensive coursebook covers all aspects of the ECDL Advanced Databases modules using the most popular business software - Microsoft Access 2000. It provides everything a student needs to pass the ECDL Advanced Databases certification test. Written by experienced trainers Paul Holden and Judith Cuppage, the book offers clear, simple and friendly guidance on the ECDL Advanced Databases module. This fully revised text for the European Computer Driving Licence has been updated. It takes students step-by-step through the seven modules of the award, setting tasks and exercises on the way. Pass ECDL5 Using Microsoft Office 2007, covers the full ECDL syllabus providing everything learners need in an accessible, user-friendly format. This title includes step-by-step instructions and screenshots that guide students through the learning points enabling them to develop all the skills they need to pass the test. Learning objectives of each module are outlined clearly in an introduction, and throughout the book 'Ask yourself' sections help students to check that they have met all the criteria. Mock tests offer

practice and help to build students' confidence, and are also linked to the syllabus references making it easy for teachers to identify any weaker areas amongst their learners. A downloadable grid shows how the book matches the syllabus giving peace of mind that students are covering what they need to. These four individual books have been designed to steer you around the Microsoft Word, Excel, Access, and PowerPoint XP features needed to pass the four ECDL Advanced Syllabus 1.5 exams. The step by step exercises are used in conjunction with data files, available to download, which help to consolidate the learning process. On completion of all four exams, you qualify for the ECDL Expert certificate. These books are approved by the ECDL Foundation and are specifically for Syllabus 1.5. They may also be purchased individually. This complete boxed set provides all the training required for all seven of the ECDL Syllabus 4.5 exams. The seven A5 spiral bound books steer you around the features needed to pass each exam while data files help to demonstrate the feature you are learning. BCS Unit E is also provided at no extra charge. It is approved by the ECDL Foundation 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) How To Pass ECDL4 for Office 2000 - an engaging, student friendly textbook, ideal to accompany any ECDL course. Includes FREE 4-colour cut-out-and-keep summary

module guides at the back - ideal for study and revision. (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.

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