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ECDL Computer Essentials Using Windows 7

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Approved by ICS Skills. This training guide has been written specifically for the ECDL unit Computer Essentials (syllabus 1.0). Each exercise has been designed to gradually build up your knowledge of Microsoft Windows 7 using a simple, step-by-step approach. You will learn how to use Windows to work safely, securely and effectively and create, store and manage files. Data files to accompany this title allow you to practise the many different software features covered.

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