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Word processing software Level 3 Achievement at level 3 reflects the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity.

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This training guide has been written specifically for the ECDL unit Advanced Word Processing Software (BCS ITQ level 3, syllabus 2.0). Each exercise has been designed to build upon and extend your knowledge of Microsoft Word 2013 using a simple, step-by-step approach., You will learn how to select and use a range of advanced word processing software tools and techniques to create complex documents.

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