



ECDL Online Essentials Part 2 Using Outlook 2013

By CiA Training Ltd.

CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, ECDL Online Essentials Part 2 Using Outlook 2013, CiA Training Ltd., Approved by ICS Skills. This training guide has been written specifically for part 2 of the ECDL unit Online Essentials (syllabus 1.0). Focussing on using email, each exercise has been designed to gradually build up your knowledge of Microsoft Outlook 2013 using a simple, step-by-step approach. You will learn the main features of the application and gain an understanding of fundamental e-mail concepts. This includes practical experience in sending and receiving e-mail and working with a calendar. To complete this unit you will also need Online Essentials Part 1.

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