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This document details the syllabus for the Advanced Word Processing module. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for the Advanced Word Processing module should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Description Approved by BCS and ICS Skills. This training guide has been written specifically for the ECDL unit Advanced Database Software (BCS ITQ level 3, syllabus 2.0). Each exercise has been designed to build upon and extend your knowledge of Microsoft Access using a simple, step-by-step approach.

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