



# Information and Communication: ECDL - The European PC Standard

By David Stott, Diane Moran

Springer London Ltd, United Kingdom, 2001. Paperback. Book Condition: New. 2000 ed.. 220 x 148 mm. Language: English . Brand New Book. 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 7: Information and Communication is divided into two main sections. The first covers basic Web search tasks using a Web browser and search engine tools. The second addresses the use of electronic mail software to send and receive messages, to attach documents, and to organise and manage message folders and directories. This study guide covers all the knowledge areas and skills required to understand and pass Module 7 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 to prepare you for the ECDL Test.



**READ ONLINE**  
[ 1.46 MB ]

## Reviews

*This publication is very gripping and intriguing. It is among the most awesome book we have go through. You can expect to like how the author compose this book.*

-- **Dr. Malika Bechtelar II**

*This ebook might be worthy of a read, and superior to other. It usually does not charge an excessive amount of. Once you begin to read the book, it is extremely difficult to leave it before concluding.*

-- **Arch Upton**

## You May Also Like



### **The Kid Friendly ADHD and Autism Cookbook The Ultimate Guide to the Gluten Free Casein Free Diet by Pamela J Compart and Dana Laake 2006 Hardcover**

Book Condition: Brand New. Book Condition: Brand New.



### **Read Write Inc. Phonics: Yellow Set 5 Storybook 7 Do We Have to Keep it?**

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. Tim Archbold (illustrator). 211 x 101 mm. Language: N/A. Brand New Book. These engaging Storybooks provide structured practice for children learning to read the Read Write Inc. Set 1 and 2 sounds....



### **Bully, the Bullied, and the Not-So Innocent Bystander: From Preschool to High School and Beyond: Breaking the Cycle of Violence and Creating More Deeply Caring Communities**

HarperCollins Publishers Inc, United States, 2016. Paperback. Book Condition: New. Reprint. 203 x 135 mm. Language: English . Brand New Book. An international bestseller, Barbara Coloroso's groundbreaking and trusted guide on bullying-including cyberbullying-arms parents and teachers with real solutions for a...



### **Weebies Family Halloween Night English Language: English Language British Full Colour**

Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Children's Weebies Family Halloween Night Book 20 starts to teach Pre-School and Junior Children how to read with this...



### **Children's Educational Book: Junior Leonardo Da Vinci: An Introduction to the Art, Science and Inventions of This Great Genius. Age 7 8 9 10 Year-Olds. [Us English]**

Createspace, United States, 2013. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.ABOUT SMART READS for Kids . Love Art, Love Learning Welcome. Designed to expand and inspire young minds; this is...



### **Children's Educational Book Junior Leonardo Da Vinci : An Introduction to the Art, Science and Inventions of This Great Genius Age 7 8 9 10 Year-Olds. [British English]**

Createspace, United States, 2013. Paperback. Book Condition: New. 248 x 170 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.ABOUT SMART READS for Kids . Love Art, Love Learning Welcome. Designed to expand and inspire young minds; this is...