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module 3 ecdl icdl syllabus 4 0 this manual helps you to create format and finish word processed documents you will learn how to use some of the more advanced features of word processing such as creating standard tables and importing pictures and images the manual comes with its own data files which allows you to practise the different word processing features approved by the ecdl foundation

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lifelong learning is becoming reality throughout the world requiring that learning opportunities and materials are delivered to citizens in their locality at home or at work increasing numbers of students are undertaking distance education programmes and libraries are being called upon to find innovative ways to support distance learners developments in technology are creating new possibilities for document delivery and the distributed virtual library

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