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CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, ECDL Using Email and the Internet Part 2 Using Outlook 2010 (BCS ITQ Level 1), CiA Training Ltd., Approved by BCS and ECDL Foundation. This training guide has been written specifically for the ECDL Using Email and the Internet(BCS ITQ level 1 Using E-mail, syllabus 1.0). Each exercise has been designed to gradually build up your knowledge of Microsoft Outlook 2010 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 ECDL Using Email and the Internet Part 1.

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