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| **Resource Description** | **Hyperlink** |
| Functional Skills qualifications (3748)  General Information  Information & documentation  Assessment materials  Sample Assessments | <http://www.cityandguilds.com/Courses-and-Qualifications/skills-for-work-and-life/english-mathematics-and-ict-skills/3748-functional-skills-qualifications/level-2> |

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| **Resource Description** | **Hyperlink** |
| SmartScreen provides qualification-specific and unit-specific, online support for tutors, assessors and learners of City & Guilds qualifications. The high quality support materials have been produced by our subject matter experts. SmartScreen complements the entire teaching and learning experience, supporting centres and tutors in the delivery and support of City & Guilds qualifications. | <http://www.smartscreen.co.uk/> |

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| **Resource Description** | **Hyperlink** |
| Online practice test for ICT L2 – Note this system is not yet live on Evolve and can only be done paper base – which is probably the best method as the online system has a different user interface for the office applications | <http://www.smartscreen.co.uk/uploaded_files/e-volve/CityCuisine_L2_ItemBank_v2/> |

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| **Resource Description - EXCEL** | **Hyperlink** |
| Online Video – Excel tutorial -Get an understanding of what spreadsheets are, for beginners. Lean how to use cell referencing. Leant how to use formulas and functions. | <http://www.youtube.com/watch?v=L7dHA_8GzKw> |
| This video is a learning tutorial. It teaches IF statements for spreadsheets. | <http://www.youtube.com/watch?v=LEc3Va_ODf0&list=PL725D2AD7D2458EA1> |
| This video tutorial teaches viewers how to write a function using spreadsheets. | <http://www.youtube.com/watch?v=tWjk4FvYYiM&list=PL725D2AD7D2458EA1> |

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| **Resource Description - Access** | **Hyperlink** |
| Online Video – Access Introduction tutorial | <http://www.youtube.com/watch?v=3q4MuRaTz8o> |

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| **Resource Description - Word** | **Hyperlink** |
| Online Video – Word 2007 Mail Merge saves you time when you're sending the same letter to different recipients. You can use an existing mailing list, build a new list, or select from your Outlook Contacts. | <http://www.youtube.com/watch?v=MTzmt6MKIYI> |