

## How To Pass New CLAIT 2006: Using Microsoft Office XP

**Presents full-colour, easy-to-use books and a CD-ROM for CLAIT 2006, which focus on enthusing students and leading them to success. The modular approach allows students to choose a book per unit or one book covering the first three units. This book covers unit 1. using Microsoft Office 2003**

**How to pass NewCLAIT 2006**

**Learning to Pass New CLait 2006, Units 1-3**

**Learning to pass New CLAIT 2006**

**All about New CLAiT using Microsoft Office 2003**

**The Definitive Guide to Improving CLAIT Skills**

This title combines the CLAIT units Learning to Use Office XP for New CLAIT and CLAIT Plus. It aims to enable the student to learn and practise all the skills needed for the CLAIT qualification.

How to Pass New CLAIT 2006

Learning to Pass New Clait 2006 (Level 1) Unit 5

All about New CLAIT using Microsoft Outlook 2003

How to Pass New CLAIT 2006

using Office 2007

for OCR New CLAIT 2006. Creating spreadsheets and graphs

This title combines the CLAIT units Learning to Use Office 2000 for New CLAIT and CLAIT Plus. It aims to enable the student to learn and practise all the skills needed for the CLAIT qualification.

All about New CLAIT using Microsoft Access XP.

Learning to Pass Complete New CLAIT Using Office XP

All About New CLAIT Using Microsoft Office XP

Learning to Pass CLAIT Plus 2006 (Level 2) Unit 2

All About New CLAIT Using Microsoft FrontPage 2003 - Unit 7

All about New CLAIT Using Microsoft Access 2007

Presents full-colour, easy-to-use books and a CD-ROM for CLAIT 2006, which focus on enthusing students and leading them to success. The modular approach allows students to choose a book per unit or one book covering the first three units.

All about New CLAIT using Microsoft Word XP.

All about New CLAIT using Microsoft Office 2000

New CLAIT 2006. Online communication

for OCR New CLAIT 2006. File management and e-document production

All About New CLAIT Using Microsoft Publisher 2007 - Unit 4

Learning to Pass Complete New CLAIT Using Office 2000

This 4-colour textbook provides complete and comprehensive coverage of all eight modules offered in the revised New CLAIT 2006 course.

Pass New CLAIT (Office 2003)

All about New CLAIT using Microsoft Outlook 2000

All about New CLAIT Using Microsoft Word 2007

All about New CLAIT using Microsoft Outlook XP.

All about New CLAIT using Microsoft PowerPoint 2003

Learning to Pass CLAIT Plus 2006(Level 2) Unit 1

Takes students through a series of tasks which they can complete at their own speed to build up their skills. This book covers eight units of New CLAIT 2006, helping students to learn the skills needed through a number of tasks and simple instructions. It works in conjunction with Office 2003.

All about New CLAIT using Microsoft Excel XP.

for OCR New CLAIT 2006. Web page creation

for OCR New CLAIT 2006

Learning to Pass New Clait 2006 Level 1 Unit 3 Database Manipulation

All about New CLAIT using Microsoft Word 2000

for OCR New CLAIT 2006. Online communication

Written for Office 2003, this one book covers the first three units for level 1 or you can purchase individual books per unit.

All About New CLAIT Using Microsoft PowerPoint 2007 - Unit 5

All about New CLAIT using Microsoft Excel 2003

All about New CLAIT using Microsoft FrontPage 2000

All about New CLAIT using Microsoft PowerPoint 2000

Online communication

Using Microsoft Office XP

With millions of people still using Office 2003, this version of the qualification is ever popular. Its suite of modules has been designed to be flexible, relevant and progressive, providing a single coherent pathway that is suitable for IT users everywhere. This new textbook uses the successful and acclaimed How To Pass formula to deliver complete and comprehensive coverage of all eight modules offered in the NewCLAIT 2006 course. Courses leading to a NewCLAIT qualification will equip learners with the basic range of transferable skills necessary to meet the demands of the modern workplace, and will prepare learners for progression to further training and accreditation in IT User skills at Level 2 and Level 3. Every question and exercise in the book has been designed to allow students assess their progress and learning and help them prepare for - and pass - the CLAIT exam with confidence. Key features include an overview of the qualification, how to carry out activities such as formatting graphs and presentations, exercises to practice the skills they & ve learned, a full glossary of all terms used on the course and self-assessment checklists to ensure they pass with flying colours every time.

Understanding Writing

Learning to Pass

for OCR New CLAIT 2006. Database manipulation

Database manipulation

All about New CLAIT using Microsoft Access 2003

Creating spreadsheets and graphs

This work uses the 'How To Pass' formula to deliver comprehensive coverage of all eight modules offered in the NewCLAIT 2006 course. The book allows students to assess their progress & learning & helps them prepare for - & pass - the CLAIT exam with confidence.

All About New CLAIT Using Microsoft Excel 2000 - Unit 2 Creating Spreadsheets and Graphs

Ways of Observing, Learning & Teaching, K-8

Learning to Pass New CLAIT 2006 (Level 1) Unit 2

Create an e-presentation

All About New CLAIT Using Microsoft Excel 2007 - Unit 2

All about New CLAIT using Microsoft Word 2003

**Presents full-colour, easy-to-use books and a CD-ROM for CLAIT 2006, which focus on enthusing students and leading them to success. The modular approach allows students to choose a book per unit or one book covering the first three units. This book covers unit 2: Manipulating spreadsheets and graphs.**

**for OCR New CLAIT 2006. Create an e-presentation**

**All About New CLAIT Using Microsoft Access 2000 - Unit 3 Database Manipulation**

**All About New CLAIT Using Microsoft Outlook 2007 - Unit 8**