



**using a computer**  
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# New Clait Unit 1 Using A Computer Ocr New Clait Series Windows Xp

**S Marginson**



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**Management and E-Document Production Using Windows XP and Word 2007** CiA Training Ltd.,2008-08-05 A self teach guide that includes software features needed to pass New CLAIT 2006 Unit 1 assessment It teaches how to use Windows operating system and Microsoft Word     *Clait Plus 2006 Unit 7 Website Creation Using FrontPage XP* CIA Training Ltd,2005-05 The 7th guide in the CLAIT Plus 2006 series will teach you how to create multiple page webs to insert and manipulate text and images create and insert tables from a spreadsheet You will learn how to work with lists and bookmarks to create and test internal external and e mail hyperlinks The guide will give you the skills to create forms to download images and text and to upload publish and test a web site Endorsed by OCR     **Clait Advanced Unit 9 Advanced Presentations (Powerpoint XP)** Cia Training Ltd Staff,2003-06-01     *Clait Advanced Unit 6 Advanced Spreadsheets (Excel XP)* Cia Training Ltd Staff,2003-06-01     *New Clait 2006 Unit 1 File Management and E-Document Production Using Windows Vista and Word 2007* Simon & Schuster,2007-07-01 This self teach guide has been designed to gradually steer you in a step by step manner around the software features needed to pass New CLAIT 2006 Unit 1 assessment As you work through this book you are introduced to and taught how to use the Windows operating system and Microsoft Word Data is available to download The data files have been designed to be used in conjunction with the exercises as you work through the book Titles of a similar nature are also available for the other New CLAIT 2006 units     *Clait Advanced Unit 5 Advanced Databases (Access XP)* Cia Training Ltd Staff,2003-06-01     *All about CLAiT Plus Using Microsoft Access XP.* Andrea Jones,2005     *Learning to Pass New Clait 2006, Units 1-3* Ruksana Patel,2005-12-21 Written for Office 2003 this one book covers the first three units for level 1 or you can purchase individual books per unit

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