

How To Pass New Clait 2006 Using Microsoft Office Xp

Learning to Pass New Clait 2006, Units 1-3 Heinemann

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.

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.

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

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.

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 to 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.

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

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choose a book per unit or one book covering the first three units. This book covers unit 2:
Manipulating spreadsheets and graphs.

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