

## All About Clait Plus Using Microsoft Powerpoint 2007 For Clait 2006 Unit

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using Microsoft PowerPoint 2000 All about CLAiT Plus using Microsoft Outlook XP. All About CLAiT Plus Using Microsoft Publisher 2003 - Unit 4 All about CLAiT Plus using Microsoft Excel 2000 Clait Plus 2006 Unit 4 E-Publication Design Using Publisher 2000 All About CLAiT Plus Using Microsoft Publisher 2000 - Unit 4 All About CLAiT Plus Using Microsoft Access 2007 - Unit 3 All About CLAiT Plus Using Microsoft Excel 2003 - Unit 2 Manipulating Spreadsheets and Graphs Learning to Use Office XP for New CLAIT & CLAIT Plus Pass CLAIT Plus, Using Office 2003 All about CLAiT Plus using Microsoft Word 2000 All about Using CLAiT Plus Using Microsoft Publisher 2002 Learning to Pass Complete CLAIT Plus Using Office XP. All About CLAiT Plus Using Microsoft Outlook 2003

This text contains a range of instructions and exercises to assist the reader in learning Office XP to the standard required for CLAIT and IBT II, including skills such as databases, word processing and spreadsheets. Includes a CD-ROM containing all the material needed for the work in the book. The 4th guide in the CLAIT Plus 2006 series helps you to understand design briefs, house styles and the elements that compose them. You will learn the skills necessary to create, edit and print multiple page publications, including copyfitting techniques and the use of proof correction symbols. You will be able to prepare files for an outside printing service and to print composite and colour separated proofs. Endorsed by OCR. The 2nd guide in the CLAIT Plus 2006 series provides comprehensive cover of the skills needed to produce professional spreadsheets and charts. You will learn how to create, format and maintain spreadsheets and how to create and format many types of chart. You will also be able to produce hard copy of charts and spreadsheets, including those displaying formulas. Endorsed by OCR. Covers the skills needed for CLAIT and CLAIT Plus. This work gives students the skills they need to make the

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most of Office 2000. It includes assignments in every chapter that cover Word, Excel and Access. By working their way through this book, students can learn and practise all the software skills needed for the CLAIT Plus qualification. The 8th guide in the CLAIT Plus 2006 series covers the advanced features of this personal information management software. You will be able to use advanced facilities to co-ordinate e-mail communications, create and use an address book of contacts and enter and amend information in the various Outlook folders. You will also learn how to manage mailbox and calendar files and folders, and to produce hard copy of weekly schedules, contact details and messages. Endorsed by OCR. 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. The 5th guide in the CLAIT Plus 2006 series shows you how to produce professional presentations. You will be able to set up a presentation using master slides that follow a specified house style. You will be able to manipulate data, graphics and slides using a variety of techniques as well as control the final presentation and print supporting documents. Endorsed by OCR.

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