

*All About CLAiT Plus Using Microsoft PowerPoint 2007: For CLAiT 2006: Unit 5*

**The 3rd guide in the CLAiT Plus 2006 series will teach you how to design, create and save a database, to add, amend and delete fields and records. You will learn how to import data and how to interrogate a database using complex criteria. Additionally, you will be able to create and format reports and to present data professionally. Endorsed by OCR.**

**Clait Plus Unit 1 Create Manage Integr**

**All about CLAiT Plus using Microsoft PowerPoint 2000**

**All about CLAiT Plus using Microsoft PowerPoint XP.**

**All about Using New CLAiT Plus Using Microsoft Expression Web**

**Clait Plus 2006 Unit 8 Electronic Communication Using Outlook 2007**

The second guide in the CLAiT Plus 2006 series provides comprehensive coverage 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.

All about CLAiT Plus Using Microsoft Expression Web

for OCR CLAiT Plus 2006. Integrated e-document production

All about CLAiT Plus using Microsoft Excel 2000

All About CLAiT Plus Using Microsoft PowerPoint 2003

All About CLAiT Plus Using Microsoft FrontPage 2000 - Unit 7

The eighth 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.

All About CLAiT Plus Using Microsoft Publisher 2007 - Unit 4

for OCR CLAiT Plus 2006. Electronic communication

CLAiT Plus 2006 Unit 1 Integrated E-Document Production Using Windows 7 and Word 2010

Learning to Use Office XP for New CLAiT & CLAiT Plus

All About CLAiT Plus Using Microsoft Word 2007 - Unit 1

The third guide in the CLAiT Plus 2006 series will teach you how to design, create and save a database, and to add, amend and delete fields and records. You will learn how to import data and how to interrogate a database using complex criteria.

Additionally, you will be able to create and format reports and to present data professionally.

Clait Plus 2006 Unit 3 Creating and Using a Database Using Access 2000

Clait Plus 2006 Unit 4 E-Publication Design Using Publisher 2016

Clait Plus 2006 Unit 1 Integrated E-Document Production Using Word 2016

Clait Plus 2006 Unit 8 Electronic Communication Using Outlook 2010

Clait Plus 2006 Unit 3 Creating and Using a Database Using Access 2010

This manual includes all aspects of the syllabus to help you achieve the requirements set by the CLAiT Plus Unit 1 assessments. The step by step exercise based approach gradually builds up your knowledge of creating and manipulating files with a variety of uses. Data files are supplied. Endorsed by OCR.

Learning to Pass Complete New CLAiT Using Office XP

All About CLAiT Plus Using Microsoft Outlook 2003

All about CLAiT Plus using Microsoft Outlook XP.

All About CLAiT Plus Using Microsoft FrontPage 2002 - Unit 7

CLAiT Plus 2006 Unit 5 Design an E-presentation Using Powerpoint 2013

The eighth 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.

All About CLAiT Plus Using Microsoft Publisher 2003 - Unit 4

All About CLAiT Plus Using Microsoft Access 2000 - Unit 3 Creating and Using a Database

Clait Plus 2006 Unit 2 Manipulating Spreadsheets and Graphs Using Excel 2010

for OCR CLAiT Plus 2006. Creating and using a database

Unit 2 - Manipulating spreadsheets and graphs

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.

All about CLAiT Plus using Microsoft Word XP.

All About CLAiT Plus Using Microsoft Excel 2003 - Unit 2 Manipulating Spreadsheets and Graphs

Clait Plus

All About CLAiT Plus Using Microsoft Excel 2007 - Unit 2

All About CLAiT Plus Using Microsoft Publisher 2000 - Unit 4

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.

Clait Plus 2006 Unit 3 Creating and Using a Database Using Access 2016

All About CLAiT Plus Using Microsoft Outlook 2000 - Unit 8

Clait Plus 2006 Unit 2 Manipulating Spreadsheets and Graphs Using Excel 2016

All about Clait Plus Using Microsoft Wo

All about CLAiT Plus using Microsoft Access XP.