



Mastering New CLAIT

By Bernard Kane

Oxford University Press, United Kingdom, 2003. Paperback. Book Condition: New. 272 x 200 mm. Language: English . Brand New Book. Easy-to-follow step-by-step guidance through Microsoft Office applications makes it ideal for self-paced learning. This title provides clear and accessible guidance on developing the key skills required for the New Clait qualification and assumes no prior knowledge. It is accessible for students, workers and adult returners alike. Each book is accompanied by a CD-ROM containing data files required to complete the exercises in the books. Featuring a wide range of graded activities to reinforce learning and skills development to provide a broader understanding of why activities are carried out in particular ways, it is written for Microsoft Office XP, but also suitable for Office 2000.

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