



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

By CiA Training Ltd.

CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, CLAIT Plus 2006 Unit 1 Integrated E-Document Production Using Windows 7 and Word 2010, CiA Training Ltd., The first guide in the CLAIT Plus 2006 series will give you an understanding of files and folders, including file protection. You will be able to use a word processor to enter and amend data, as well as to perform mail merge. You will learn how to work with tables and to import and manipulate various objects. The guide will teach you the skills needed to apply a specified house style to documents and to check your work for accuracy.

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