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Bernard Kane



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The British National Bibliography Arthur James Wells,2003 Making the Most of Office 97 for IBT III Angela Bessant,1999 This is a book for anyone who really wants to make the most of Office 97 The book helps students build on their knowledge of Office 97 applications including word processing spreadsheets and databases as well as introducing them to automated presentatio

Learning to Use Office 97 for CLAIT and IBT II Angela Bessant,1998 This guide teaches students how to operate their software efficiently and effectively The content covers word processing databases spreadsheets and graphical representation of data

Conquering Office 2000 Bernard Kane,2001-05-01

Learning to Use Office 2000 for New CLAIT & CLAIT Plus Angela Bessant,2002 This text contains a range of instructions and exercises to assist the reader in learning Office 2000 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

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New Clait in Easy Steps Sue Price,2002 Clait and IBT II are highly recognized basic qualifications in practical computing and information technology This text provides a guide to passing these courses It contains guidance on how to use all the functions you need to be successful in Clait including word processing databases spreadsheets and graphics It also covers all the necessary applications of Office XP from the keyboard mouse to the menu commands and contains advice on how to start applying your IT skills in a work scenario

Learning to Pass Complete New CLAIT Using Office 2000 Angela Bessant,2003 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

CLAIT Plus Bob Hudson,2003

How to pass NewCLAIT 2006 Jackie Sherman,2006-11 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 *RSA IBT III*, 2001 **All about New CLAiT Using Microsoft Office 2000** Andrea Jones, 2005 **Quick Course in Microsoft Office 2000** Online Press, Inc, 1999 This easy to use approachable guide provides fast paced to the point tutorials and learning exercises for quickly grasping application basics and building proficiency Designed for the beginning to intermediate student the book can be used for self training and instructor led classes focusing on using the computer to get specific tasks done at home or at work Course CBT David W. Beskeen, Carol M. Cram, Lisa Friedrichsen Duffy, Lisa J. Friedrichsen, Tara O'Keefe, Elizabeth Eisner Reding, Marie Swanson, 2000-07-01 Enhance your students Office 2000 learning experience with self paced computer based training products on CD ROM **Course CBT** David W. Beskeen, Jennifer A Duffy, Carol M. Cram, Lisa Friedrichsen, Lisa Friedrichsen Duffy, Elizabeth Eisner Reding, Marie Swanson, Elizabeth Eisner, 2000-03-01 Enhance your students Office 2000 learning experience with self paced computer based training products on CD ROM **Exploring Microsoft Office 2000 Professional** Robert T. Grauer, Maryann Barber, 1999 For Introductory Computer courses in Microsoft Office 2000 or courses in Computer Concepts with a lab component for Microsoft Office 2000 applications Master the How and Why of Office 2000 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems *Microsoft Office 2000* H. Albert Napier, 2001 **Using Microsoft Office 2000** Ed Bott, 1999 Microsoft Office is one of the largest categories in the computer book business And while there are best selling books on this topic for beginning users and best selling books for heavy duty advanced users there are few choices in the middle of the market for every day users Using Microsoft Office 2000 is designed in content and approach to fill the needs of a user who need to get a task done and then get on with their job It provides enough information to be a thorough reference for all but the most advanced users while not intimidating newer users In doing so this book targets the meat of the market in this huge category For this new edition the page count will increase roughly 150 pages to a total of 800 pages while maintaining the value price point at 29 99 With these additional pages we will be able to cover additional common uses of Office such as using the improved graphics features in documents and managing meetings with

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