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Welcome to one of the most fascinating aspects of Information Technology, the use of a personal computer ICT (Information and Communication Technology) is the term used to cover

Working with Bullet Points - Skills Workshop

Suitable for CLAIT(2006) Unit 1: task 3, E3/L1 Skills for Life ICT and Adult Literacy Page 1 of 2 Working with Bullet Points 1 Create a new word processing document 2 Add a header and use it so that it shows the filename 3 Switch to "footer" and insert autotext of author's name, page number and date Change the author's name to

Word Processing - moving text - Skills Workshop

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1 Open the workbook House 2 Select the range B2:N16 and format as Currency with 2 decimal places, with £ signs added, showing negative numbers in red with a minus sign 3 Change the font of the title in A1 to Times New Roman, change the size to 12 and apply the Wrap text option 4 Select the range B1:N1 and apply a text orientation of 45o

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Section 3 File Management - CiA Training

Expand the CIA DATA FILES folder and the New Clait 2006 folder Unit 1 Windows XP Data This will expand the folder in the Folders pane and display its contents in the View pane Note: If the supplied data files were installed in a different folder, they should be located by navigating through the folder structure

OCR Computer-Based Assessment (CBA)

CBA option and their New CLAiT 2006 equivalent A centre wishing to use the Level 1 CBA option for ITQ 2009 can submit evidence for Units 18, 69 and 77 using the New CLAiT 2006 assignments for Units 3, 2 and 1 Guidance on how to do this is provided in the following sections ITQ 2009 New CLAiT 2006 ...

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LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAiT PLUS) Unit 1: Integrated e-Document Production 1 a) Using suitable software, create a new mail merge master document b) Use A4 paper in portrait orientation c) Key in the following text, inserting merge fields from the events datafile Follow the line endings and ensure there is

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