

# CLAiT PLUS 2006

## UNIT 1 - INTEGRATED e-DOCUMENT

### PRODUCTION

Estimated study time:  
7 and a half hours

The CLAiT Plus 2006 Unit 1, Integrated e-Document Production tutorial, takes you through tasks in Word 2003 as per the CLAiT Plus 2006, Unit 1 syllabus, covering the following topics:

- Opening and Text Manipulation
- Formatting Features
- Tabs and Tables
- Printing and Proofing
- Integrated Documents and Mail Merge
- Protection and Archiving

## UNIT 2 - MANIPULATING

### SPREADSHEETS AND GRAPHS

Estimated study time:  
6 and a half hours

The CLAiT Plus 2006 Unit 2, Manipulating Spreadsheets and Graphs tutorial, takes you through tasks in Excel 2003 as per the CLAiT Plus 2006, Unit 2 syllabus, covering the following topics:

- Creating, Opening and Saving
- Working with Cells
- Searching, Sorting and Filtering
- Formulas and Functions
- Charting
- Preparation and Printing

## UNIT 3 - CREATING A DATABASE

Estimated study time:  
7 hours

The CLAiT Plus 2006 Unit 3, Creating and Using a Database tutorial, takes you through tasks in Access 2003 as per the CLAiT Plus 2006, Unit 3 syllabus, covering the following topics:

- Creating and Opening Databases
- Working with Tables
- Forms, Reports and Printing
- Retrieving Information

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## UNIT 4 - e-PUBLICATION DESIGN

Estimated study time:

3 hours

The CLAiT Plus 2006 Unit 4, e-Publication Design tutorial, takes you through tasks in Publisher 2003 as per the CLAiT Plus 2006, Unit 4 syllabus, covering the following topics:

- Using Master Pages
- Templates, Printing and Proofreading

## UNIT 5 - DESIGN AN e-PRESENTATION

Estimated study time:

6 and a half hours

The CLAiT Plus 2006 Unit 5, Design an e-Presentation tutorial, takes you through tasks in PowerPoint 2003 as per the CLAiT Plus 2006, Unit 5 syllabus, covering the following topics:

- Using Existing Presentations
- Working with Objects
- Templates, Headers and Footers
- Slide Shows
- Proofing and Printing

## UNIT 6 - e-IMAGE MANIPULATION

Estimated study time:

4 hours

The CLAiT Plus 2006 Unit 6, e-Image Manipulation tutorial, takes you through tasks in Paint Shop Pro and Animation Shop as per the CLAiT Plus 2006, Unit 6 syllabus, covering the following topics:

- Paint Shop Pro
- Animation and Printing

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## UNIT 7 - WEB PAGE CREATION

Estimated study time:

6 hours

The CLAiT Plus 2006 Unit 7, Web Page Creation tutorial, takes you through tasks in FrontPage 2003 as per the CLAiT Plus 2006, Unit 7 syllabus, covering the following topics:

- Building and Saving Webs
- Managing and Publishing Webs
- Using Tables
- Changing Web Appearance

## UNIT 8 - ELECTRONIC COMMUNICATION

Estimated study time:

5 and a half hours

The CLAiT Plus 2006 Unit 8, Electronic Communication tutorial, takes you through tasks in Outlook 2003 as per the CLAiT Plus 2006, Unit 8 syllabus, covering the following topics:

- Creating and Sending Mail
- Basic Scheduling
- Contacts
- Folders, Saving and Printing

