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In Easy Steps CLAIT Plus in easy steps - In Easy Steps
I did CLAIT and ECDL and CLAIT is more about how to use the packages on a computer ie word, excel etc. ECDL takes it right back to basics and shows oyu how to basically take a computer apt and re build it and use it effectively.

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OCR ITQ QCF support materials - Assessment Marking Handbook
Covers many reading, writing, ICT, numeracy, speaking and listening skills inc. data handling, report writing, creating charts and questionnaires, giving a presentation, etc. Ideal for embedding all three functional skills (or literacy, numeracy and ICT) especially for business students.

Level 1 and 2 CLAIT / ECDL | Skillsworkshop
CLAIT Plus. CIA Training has developed self-teach guides for the majority of the CLAIT Plus units, designed to steer the learner around the software features needed for the CLAIT Plus assessments. The resources have recently been updated to comply with the new CLAIT Plus syllabus. All of our materials are extremely flexible and there are a variety of purchasing options available.

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