



The essential CLAIT / ICT resource



CLAIT PRACTICE (LEVEL 1) CD

(Includes all JustClait product codes EPA1-8 and EPT1-8)

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These practice resources are mapped to Units 1 to 8 of CLAIT (level 1) **FILE MANAGEMENT & E-DOCUMENT PRODUCTION, CREATING SPREADSHEETS AND GRAPHS, DATABASE MANIPULATION, E-PUBLICATION CREATION, CREATE AN E-PRESENTATION, E-IMAGE CREATION, WEB PAGE CREATION, ONLINE COMMUNICATION**

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TASK 1034 - CREATING A COLUMN CHART

This task covers the following skills
**OPENING A SPREADSHEET
CREATING A COLUMN CHART**

The data files required for this exercise are: **meals2**

1. Load a spreadsheet application
2. Open the spreadsheet called **meals2**
3. Create a column chart, on a sheet that is separate from the data source, showing the values for the months from **January** to **June**
4. Display the months along the x-axis
5. Give the chart the heading **Meals**
6. Give the x-axis the title **Month**
7. Give the y-axis the title **City**
8. Do not display a legend for the chart
9. Print a single copy of the chart in **Landscape**
10. Save the spreadsheet using the new filename **meals2**
11. Close the spreadsheet application

End of task

SOLUTION 1034 - CREATING A COLUMN CHART

Marking checklist

| | |
|---|--|
| Spreadsheet opened | Column chart created on separate sheet |
| Titles and labels as shown | Printed landscape |
| Spreadsheet saved using the new filename meals2 | The spreadsheet application closed |



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INCLUDES 24 FULL OCR APPROVED PRACTICE ASSIGNMENTS & SOLUTIONS

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CLAIT PRACTICE (LEVEL 1) CD

(covers Units 1 to 8) (supplied in Word and PDF format)

- **360** (45 per unit) stand-alone practice tasks with annotated solutions
- **24** (3 per unit) **OCR approved** FULL practice assignments with marked copies
- Suitable for use with ALL Microsoft Office versions and most other software
 - All data included
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- Edit yourself to create tailored resources and brand new versions



CLAIT WORKBOOKS (LEVEL 1) CD

(covers Units 1 to 8) (supplied in Word and PDF format)

- 8 step-by-step self-paced guides, fully editable for unlimited printing
 - Carefully mapped to the OCR CLAIT level 1 syllabus
- Edit and revise yourself to reflect system and software upgrades

The workbooks only are based upon: (1: Windows XP/Vista & Word 2003/7) (2: Excel 2003) (3: Access 2003) (4: Publisher 2003) (5: PowerPoint 2003) (6: Publisher 2003 (1 section uses Paint Shop Pro)) (7: FrontPage 2003) (8: Internet Explorer & Outlook 2003/7).

| Code | Price | Product codes included | Tick here to order |
|-------------|---------------|-------------------------------|--------------------------|
| PRAC | £29.95 | EPA1 to EPA8 and EPT1 to EPT8 | <input type="checkbox"/> |

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|------------|---------------|------------------------|--------------------------|
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Alternatively, you can order one or more products for individual CLAIT units (all supplied on 1 CD in Word and PDF format)

| CLAIT (LEVEL 1) UNIT | PRACTICE ASSIGNMENTS 3 full assignments & solutions per unit | | | PRACTICE TASKS 45 tasks & solutions per unit | | | WORKBOOKS Step-by-step self-paced guides | | |
|--|---|-------|---|---|-------|---|---|--------|---|
| | Code | Price | ✓ | Code | Price | ✓ | Code | Price | ✓ |
| 1. FILE MANAGEMENT & e-DOCUMENT PRODUCTION | EPA1 | £5.00 | ✓ | EPT1 | £5.00 | ✓ | EWB1 | £15.00 | ✓ |
| 2. CREATING SPREADSHEETS AND GRAPHS | EPA2 | £5.00 | ✓ | EPT2 | £5.00 | ✓ | EWB2 | £15.00 | ✓ |
| 3. DATABASE MANIPULATION | EPA3 | £5.00 | ✓ | EPT3 | £5.00 | ✓ | EWB3 | £15.00 | ✓ |
| 4. e-PUBLICATION CREATION | EPA4 | £5.00 | ✓ | EPT4 | £5.00 | ✓ | EWB4 | £15.00 | ✓ |
| 5. CREATE AN e-PRESENTATION | EPA5 | £5.00 | ✓ | EPT5 | £5.00 | ✓ | EWB5 | £15.00 | ✓ |
| 6. e-IMAGE CREATION | EPA6 | £5.00 | ✓ | EPT6 | £5.00 | ✓ | EWB6 | £15.00 | ✓ |
| 7. WEB PAGE CREATION | EPA7 | £5.00 | ✓ | EPT7 | £5.00 | ✓ | EWB7 | £15.00 | ✓ |
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Please quote product codes

Task list - File Management and e-Document Production

| Task No | Details | Data |
|---------|---|----------------------|
| T0001 | Creating, saving and printing a document | |
| T0002 | Creating, saving and printing a document | |
| T0003 | Creating, saving and printing a document | |
| T0004 | Opening, editing and saving a document | furniture1.doc |
| T0005 | Opening, editing and saving a document | post1.doc |
| T0006 | Opening, editing and saving a document | book1.doc |
| T0007 | Setting page margins and orientation | cycle1.doc |
| T0008 | Setting page margins and orientation | trot1.doc |
| T0009 | Setting page margins and orientation | mind1.doc |
| T0010 | Aligning and indenting text | strat1.doc |
| T0011 | Aligning and indenting text | recipe1.doc |
| T0012 | Aligning and indenting text | black1.doc |
| T0013 | Inserting paragraph breaks and setting line spacing | lawn1.doc |
| T0014 | Inserting paragraph breaks and setting line spacing | iron1.doc |
| T0015 | Inserting paragraph breaks and setting line spacing | mud1.doc |
| T0016 | Correcting spelling and grammar and word count | badlawn1.doc |
| T0017 | Correcting spelling and grammar and word count | badstrat1.doc |
| T0018 | Correcting spelling and grammar and word count | badcycle1.doc |
| T0019 | Changing font, font sizes and emphasis | fmind1.doc |
| T0020 | Changing font, font sizes and emphasis | frecipe.doc |
| T0021 | Changing font, font sizes and emphasis | firon1.doc |
| T0022 | Inserting text, cut and paste | body1 |
| T0023 | Inserting text, cut and paste | sleep1 |
| T0024 | Cut, copy and paste | times1 |
| T0025 | Search and replace | soil1 |
| T0026 | Search and replace | worcs1 |
| T0027 | Search and replace | ingred1 |
| T0028 | Bullets and numbering | cars1 |
| T0029 | Bullets and numbering | places1 |
| T0030 | Bullets and numbering | treat1 |
| T0031 | Inserting a table | ducks1 |
| T0032 | Inserting a table | art1 |
| T0033 | Inserting a table | caps1 |
| T0034 | Headers and footers | hworcs1 |
| T0035 | Headers and footers | hiron1 |
| T0036 | Headers and footers | hlawn1 |
| T0037 | Printing folder contents | House (folder) |
| T0038 | Printing folder contents | Body (folder) |
| T0039 | Printing folder contents | School (folder) |
| T0040 | Creating, moving and deleting folders | Countries (folder) |
| T0041 | Creating, moving and deleting folders | Zoo (folder) |
| T0042 | Creating, moving and deleting folders | |
| T0043 | Copying, moving and deleting files | Family (folder) |
| T0044 | Copying, moving and deleting files | Project (folder) |
| T0045 | Copying, moving and deleting files | Temperature (folder) |

Task list – Creating Spreadsheets and Graphs

| Task No | Details | Data |
|---------|---|-----------|
| T1001 | Creating, saving and printing a spreadsheet | |
| T1002 | Creating, saving and printing a spreadsheet | |
| T1003 | Creating, saving and printing a spreadsheet | |
| T1004 | Opening, editing and saving a spreadsheet | purchase2 |
| T1005 | Opening, editing and saving a spreadsheet | sales2 |
| T1006 | Opening, editing and saving a spreadsheet | marks2 |
| T1007 | Inserting and deleting rows and columns | costs2 |
| T1008 | Inserting and deleting rows and columns | managers2 |
| T1009 | Inserting and deleting rows and columns | results2 |
| T1010 | Aligning and emphasising text and numbers | order2 |
| T1011 | Aligning and emphasising text and numbers | profit2 |
| T1012 | Aligning and emphasising text and numbers | exams2 |
| T1013 | Formatting numerical data | bonus2 |
| T1014 | Formatting numerical data | break2 |
| T1015 | Formatting numerical data | accuracy2 |
| T1016 | Applying borders, shading and gridlines | comm2 |
| T1017 | Applying borders, shading and gridlines | loss2 |
| T1018 | Applying borders, shading and gridlines | class2 |
| T1019 | Printing row and column headings | tests2 |
| T1020 | Printing row and column headings | bareas2 |
| T1021 | Printing row and column headings | inc2 |
| T1022 | Inserting headers and footers | cars2 |
| T1023 | Inserting headers and footers | absence2 |
| T1024 | Inserting headers and footers | miles2 |
| T1025 | Using and printing formulae | total2 |
| T1026 | Using and printing formulae | value2 |
| T1027 | Using and printing formulae | petrol2 |
| T1028 | Using and printing functions | bud2 |
| T1029 | Using and printing functions | rooms2 |
| T1030 | Using and printing functions | time2 |
| T1031 | Creating pie charts | gtime2 |
| T1032 | Creating pie charts | fsales2 |
| T1033 | Creating pie charts | stock2 |
| T1034 | Creating column charts | meals2 |
| T1035 | Creating column charts | houses2 |
| T1036 | Creating column charts | staff2 |
| T1037 | Creating line charts | cmeals2 |
| T1038 | Creating line charts | prof2 |
| T1039 | Creating line charts | admiss2 |
| T1040 | Changing chart and axes titles, data labels and legends | runs2 |
| T1041 | Changing chart and axes titles, data labels and legends | gmarks2 |
| T1042 | Changing chart and axes titles, data labels and legends | height2 |
| T1043 | Changing data ranges, axes limits and graph locations | salary2 |
| T1044 | Changing data ranges, axes limits and graph locations | absent2 |
| T1045 | Changing data ranges, axes limits and graph locations | booking2 |

Task list – Database Manipulation

| Task No | Details | Data |
|----------------|--|-------------|
| T3001 | Opening, renaming and printing a database table | Crime3 |
| T3002 | Opening, renaming and printing a database table | Wait3 |
| T3003 | Opening, renaming and printing a database table | Happ3 |
| T3004 | Adding new records to a database table | People3 |
| T3005 | Adding new records to a database table | Sales3 |
| T3006 | Adding new records to a database table | Courses3 |
| T3007 | Amending data in a database table | Members3 |
| T3008 | Amending data in a database table | Orders3 |
| T3009 | Amending data in a database table | College3 |
| T3010 | Deleting records in a database table | Clients3 |
| T3011 | Deleting records in a database table | Educ3 |
| T3012 | Deleting records in a database table | Ledger3 |
| T3013 | Replacing data in a database table | Burgle3 |
| T3014 | Replacing data in a database table | Club3 |
| T3015 | Replacing data in a database table | Session3 |
| T3016 | Sorting data in a database table | Patients3 |
| T3017 | Sorting data in a database table | Sledger3 |
| T3018 | Sorting data in a database table | Housing3 |
| T3019 | Selecting data using 1 matching criterion | Losses3 |
| T3020 | Selecting data using 1 matching criterion | Applic3 |
| T3021 | Selecting data using 1 matching criterion | Despatch3 |
| T3022 | Selecting data using 1 comparative criterion | Taken3 |
| T3023 | Selecting data using 1 comparative criterion | Register3 |
| T3024 | Selecting data using 1 comparative criterion | Classes3 |
| T3025 | Selecting data using 1 comparative criterion | Helpers3 |
| T3026 | Selecting data using 1 comparative criterion | Values3 |
| T3027 | Selecting data using 1 comparative criterion | Users3 |
| T3028 | Selecting data using 2 matching criteria | Supplies3 |
| T3029 | Selecting data using 2 matching criteria | Tenants3 |
| T3030 | Selecting data using 2 matching criteria | Adeduc3 |
| T3031 | Selecting data using 2 comparative criteria | Surgery3 |
| T3032 | Selecting data using 2 comparative criteria | Staff3 |
| T3033 | Selecting data using 2 comparative criteria | Risk3 |
| T3034 | Selecting data using 2 comparative criteria | Details3 |
| T3035 | Selecting data using 2 comparative criteria | Property3 |
| T3036 | Selecting data using 2 comparative criteria | Training3 |
| T3037 | Printing selected fields only | Onlist3 |
| T3038 | Printing selected fields only | Temps3 |
| T3039 | Printing selected fields only | Security3 |
| T3040 | Creating and printing reports | Delivery3 |
| T3041 | Creating and printing reports | Hlist3 |
| T3042 | Creating and printing reports | Study3 |
| T3043 | Changing report headers, printing page numbers and dates | Medical3 |
| T3044 | Changing report headers, printing page numbers and dates | Volunteers3 |
| T3045 | Changing report headers, printing page numbers and dates | Rental3 |

Task list – E-Publication Creation

| Task No | Details | Data |
|----------------|--|------------------------------|
| T4001 | Setting page size, margins and orientation | |
| T4002 | Setting page size, margins and orientation | |
| T4003 | Setting page size, margins and orientation | |
| T4004 | Creating single column text frames | |
| T4005 | Creating single column text frames | |
| T4006 | Creating single column text frames | |
| T4007 | Importing text files and using spell check | sleep4.txt |
| T4008 | Importing text files and using spell check | worcs4.txt |
| T4009 | Importing text files and using spell check | soil4.txt |
| T4010 | Creating multiple column text frames | baffle4.txt |
| T4011 | Creating multiple column text frames | land4.txt |
| T4012 | Creating multiple column text frames | iron4.txt |
| T4013 | Setting font and font sizes | black4.txt |
| T4014 | Setting font and font sizes | |
| T4015 | Setting font and font sizes | |
| T4016 | Using emphasis | strat4.txt |
| T4017 | Using emphasis | bafta4.txt |
| T4018 | Using emphasis | recipe4.txt |
| T4019 | Aligning and justifying text | workshop4.txt |
| T4020 | Aligning and justifying text | ingred4.txt |
| T4021 | Aligning text | |
| T4022 | Indenting text | cook4.txt |
| T4023 | Indenting text | hole4.txt |
| T4024 | Indenting text | recycle4.txt |
| T4025 | Balancing columns of text | aviation4.txt |
| T4026 | Balancing columns of text | ghost4.txt |
| T4027 | Balancing columns of text | rivers4.txt |
| T4028 | Cut, copying and pasting text | weed4.txt |
| T4029 | Cut, copying and pasting text | meal4.txt |
| T4030 | Cut, copying and pasting text | class4.txt |
| T4031 | Inserting images | snooze4.txt + clock4.gif |
| T4032 | Inserting images | visit4.txt + caravan4.gif |
| T4033 | Inserting images | building4.gif + ironage4.txt |
| T4034 | Moving and resizing images | boy4.gif |
| T4035 | Moving and resizing images | clock4.gif |
| T4036 | Moving and resizing images | arrow4.gif + recycle4.txt |
| T4037 | Cropping and flipping images | currency4.gif |
| T4038 | Cropping and flipping images | book4.gif |
| T4039 | Cropping and flipping images | house4.gif |
| T4040 | Drawing lines and borders | |
| T4041 | Drawing lines and borders | |
| T4042 | Drawing lines | |
| T4043 | Drawing graphic shapes | |
| T4044 | Drawing graphic shapes | |
| T4045 | Drawing graphic shapes | |

Task list – Create an E-Presentation

| Task No | Details | Data |
|----------------|---|-----------------------------|
| T5001 | Creating a “title only” slide | |
| T5002 | Creating a “title only” slide | |
| T5003 | Creating a “title only” slide | |
| T5004 | Creating a “title and subtitle” slide | |
| T5005 | Creating a “title and subtitle” slide | |
| T5006 | Creating a “title and subtitle” slide | |
| T5007 | Promoting and demoting text (bulleted slide) | |
| T5008 | Promoting and demoting text (bulleted slide) | |
| T5009 | Promoting and demoting text (bulleted slide) | |
| T5010 | Changing text size and emphasis | |
| T5011 | Changing text size and emphasis | |
| T5012 | Changing text size and emphasis | |
| T5013 | Setting up a master slide | |
| T5014 | Setting up a master slide | |
| T5015 | Setting up a master slide | |
| T5016 | Moving text using cut and paste | Summary.ppt |
| T5017 | Moving text using cut and paste | Race.ppt |
| T5018 | Moving text using cut and paste | Candidates.ppt |
| T5019 | Changing text using find and replace | Cost.ppt |
| T5020 | Changing text using find and replace | Deadlines.ppt |
| T5021 | Changing text using find and replace | Hand.ppt |
| T5022 | Checking spelling | SpellA.ppt |
| T5023 | Checking spelling | SpellB.ppt |
| T5024 | Checking spelling | SpellC.ppt |
| T5025 | Changing the background colour | Summary.ppt |
| T5026 | Changing the background colour | Race.ppt |
| T5027 | Changing the background colour | Candidates.ppt |
| T5028 | Inserting an image | Race.ppt + dog.gif |
| T5029 | Inserting an image | Candidates.ppt + member.gif |
| T5030 | Inserting an image | Cash.ppt + Money.jpg |
| T5031 | Drawing shapes and borders | |
| T5032 | Drawing shapes and borders | |
| T5033 | Drawing shapes and borders | |
| T5034 | Adding slide numbers and printing selected slides | |
| T5035 | Adding slide numbers and printing selected slides | |
| T5036 | Adding slide numbers and printing selected slides | |
| T5037 | Printing handouts and outlines | Park.ppt |
| T5038 | Printing handouts and outlines | Selling.ppt |
| T5039 | Printing handouts and outlines | Cairo.ppt |
| T5040 | Changing the slide order and deleting slides | Order.ppt |
| T5041 | Changing the slide order and deleting slides | Blanks.ppt |
| T5042 | Changing the slide order and deleting slides | Saying.ppt |
| T5043 | Adding headers and footers | Selling.ppt |
| T5044 | Adding headers and footers | Park.ppt |
| T5045 | Adding headers and footers | Cairo.ppt |

Task list – E-Image Creation

| Task No | Details | Data |
|----------------|--|----------------|
| T6001 | Setting canvas size and orientation | |
| T6002 | Setting canvas size and orientation | |
| T6003 | Setting canvas size and orientation | |
| T6004 | Creating a text frame | |
| T6005 | Creating a text frame | |
| T6006 | Creating a text frame | |
| T6007 | Setting font, font size and emphasis | |
| T6008 | Setting font, font size and emphasis | |
| T6009 | Setting font, font size and emphasis | |
| T6010 | Changing text size using Autofit | |
| T6011 | Changing text size using Autofit | |
| T6012 | Changing text size using Autofit | |
| T6013 | Setting canvas and text colours | |
| T6014 | Setting canvas and text colours | |
| T6015 | Setting canvas and text colours | |
| T6016 | Aligning text | |
| T6017 | Aligning and rotating text | |
| T6018 | Aligning and rotating text | |
| T6019 | Inserting an image | Boy4.gif |
| T6020 | Inserting an image | Buildings4.gif |
| T6021 | Inserting an image | Caravan4.gif |
| T6022 | Copying, moving and resizing images | Boy4.gif |
| T6023 | Copying, moving and resizing images | Clock4.gif |
| T6024 | Copying, moving and resizing images | Arrow4.gif |
| T6025 | Cropping and flipping an image | Currency4.gif |
| T6026 | Cropping and flipping an image | Books4.gif |
| T6027 | Cropping and flipping an image | Arrow4.gif |
| T6028 | Drawing lines and applying borders | |
| T6029 | Drawing lines and applying borders | |
| T6030 | Drawing lines | |
| T6031 | Drawing graphic shapes | |
| T6032 | Drawing graphic shapes | |
| T6033 | Drawing graphic shapes | |
| T6034 | Drawing and grouping graphic shapes | |
| T6035 | Drawing and grouping graphic shapes | |
| T6036 | Drawing and grouping graphic shapes | |
| T6037 | Acquiring and printing a digital image | Money.jpg |
| T6038 | Acquiring and printing a digital image | Likely.jpg |
| T6039 | Acquiring and printing a digital image | Snowwhite.jpg |
| T6040 | Changing image resolution | Money.jpg |
| T6041 | Changing image resolution | Likely.jpg |
| T6042 | Changing image resolution | Snowwhite.jpg |
| T6043 | Adding text to a digital image | Money.jpg |
| T6044 | Adding text to a digital image | Caravan4.gif |
| T6045 | Adding text to a digital image | Snowwhite.jpg |

Task list – Web Page Creation

| Task No | Details | Data |
|----------------|---|----------------------------|
| T7001 | Creating, saving and printing a web page | - |
| T7002 | Creating, saving and printing a web page | - |
| T7003 | Creating, saving and printing a web page | - |
| T7004 | Creating, saving and printing a web page | - |
| T7005 | Importing a text file | worcs7.txt |
| T7006 | Importing a text file | ironage7.txt |
| T7007 | Importing a text file | recycle7.txt |
| T7008 | Importing a text file | cook7.txt |
| T7009 | Changing text size, style and emphasis | mailmerge7.html |
| T7010 | Changing text size, style and emphasis | recipe7.html |
| T7011 | Changing text size, style and emphasis | awards7.html |
| T7012 | Changing text size, style and emphasis | quality7.html |
| T7013 | Aligning text | stratford7.html |
| T7014 | Aligning text | seeding7.html |
| T7015 | Aligning text | fonts7.html |
| T7016 | Aligning text | leftright7.html |
| T7017 | Viewing and printing web pages from the browser | caravan7.html |
| T7018 | Viewing and printing web pages from the browser | gregory7.html |
| T7019 | Viewing and printing web pages from the browser | tearoom7.html |
| T7020 | Viewing and printing web pages from the browser | butterfly7.html |
| T7021 | Viewing and printing HTML code | style7.html |
| T7022 | Viewing and printing HTML code | size7.html |
| T7023 | Viewing and printing HTML code | bold7.html |
| T7024 | Viewing and printing HTML code | multi7.html |
| T7025 | Changing the background colour | bluyel7.html |
| T7026 | Changing the background colour | whired7.html |
| T7027 | Changing the background colour | yelmar7.html |
| T7028 | Changing the background colour | bluwhi7.html |
| T7029 | Inserting an image | fitness7.html & boy7.gif |
| T7030 | Inserting an image | cust7.html & comp7.gif |
| T7031 | Inserting an image | product7.html & offer7.jpg |
| T7032 | Inserting an image | library7.html & books7.gif |
| T7033 | Creating local hyperlinks | - |
| T7034 | Creating local hyperlinks | - |
| T7035 | Creating local hyperlinks | crash7.html & fleet7.html |
| T7036 | Creating local hyperlinks | num1_7.html & num2_7.html |
| T7037 | Creating external hyperlinks | - |
| T7038 | Creating external hyperlinks | - |
| T7039 | Creating external hyperlinks | - |
| T7040 | Creating external hyperlinks | imglink7.html |
| T7041 | Creating E-mail links | - |
| T7042 | Creating E-mail links | - |
| T7043 | Creating E-mail links | - |
| T7044 | Creating E-mail links | support7.html |
| T7045 | Creating E-mail links | enrol7.html |

Task list – Online Communication

| Task No | Details | Data |
|----------------|--|----------------|
| T8001 | Visiting a specific web site and printing a web page | |
| T8002 | Visiting a specific web site and printing a web page | |
| T8003 | Visiting a specific web site and printing a web page | |
| T8004 | Setting page orientation and printing part of a web page | |
| T8005 | Setting page orientation and printing part of a web page | |
| T8006 | Setting page orientation and printing part of a web page | |
| T8007 | Using Hyperlinks and retracing your steps | |
| T8008 | Using Hyperlinks and retracing your steps | |
| T8009 | Using Hyperlinks and retracing your steps | |
| T8010 | Searching the World Wide Web | |
| T8011 | Searching the World Wide Web | |
| T8012 | Searching the World Wide Web | |
| T8013 | Searching within a specific web site | |
| T8014 | Searching within a specific web site | |
| T8015 | Searching within a specific web site | |
| T8016 | Bookmarking a web site | |
| T8017 | Bookmarking a web site | |
| T8018 | Bookmarking a web site | |
| T8019 | Saving a web page | |
| T8020 | Saving a web page | |
| T8021 | Saving a web page | |
| T8022 | Finding and saving images | |
| T8023 | Finding and saving images | |
| T8024 | Finding and saving images | |
| T8025 | Sending and printing an email | |
| T8026 | Sending and printing an email | |
| T8027 | Sending and printing an email | |
| T8028 | Receiving, replying to and deleting emails | Message Task28 |
| T8029 | Receiving, replying to and deleting emails | Message Task29 |
| T8030 | Receiving, replying to and deleting emails | Message Task30 |
| T8031 | Forwarding an email | Message Task31 |
| T8032 | Forwarding an email | Message Task32 |
| T8033 | Forwarding an email | Message Task33 |
| T8034 | Storing and recalling email addresses | |
| T8035 | Storing and recalling email addresses | |
| T8036 | Storing and recalling email addresses | |
| T8037 | Sending an email with an attachment | apprent.gif |
| T8038 | Sending an email with an attachment | sister.gif |
| T8039 | Sending an email with an attachment | contents.doc |
| T8040 | Saving an attachment and virus checking | Message Task40 |
| T8041 | Saving an attachment and virus checking | Message Task41 |
| T8042 | Saving an attachment and virus checking | Message Task42 |
| T8043 | Printing out Inbox and folder contents | Message Task43 |
| T8044 | Printing out Inbox and folder contents | Message Task44 |
| T8045 | Printing out Inbox and folder contents | Message Task45 |