

Marking checklist

Paper Size set to A4
Orientation set to Landscape
Left Margin = 4 cm
Right Margin = 4 cm
Top Margin = 3 cm
Bottom Margin = 3 cm
Publication saved as **A4Master2**
Publication printed on A4 paper



ORDER FORM - PRINTABLE & EDITABLE RESOURCES FOR CLAIT (LEVEL 1)

VIEW SAMPLES AND ORDER ONLINE AT
www.justclait.co.uk



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
 - Print unlimited copies
- 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"/>

Code	Price	Product codes included	Tick here to order
EWB	£69.95	EWB1 to EWB8	<input type="checkbox"/>

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	✓
8. ONLINE COMMUNICATION	EPA8	£5.00	✓	EPT8	£5.00	✓	EWB8	£15.00	✓

DELIVER TO : _____
 ORGANISATION (if applicable) : _____
 ADDRESS : _____
 : _____
 : _____

**NO VAT!
NO POSTAGE!**

EASY TO ORDER – DESPATCHED WITHIN 24 HOURS BY 1st CLASS POST
 No account required – just tell us what product codes that you want to order and where to send your CD!
 (If you wish to pay by credit/debit card or PayPal please order online at **www.justclait.co.uk**)

4 ways to order

No account required – just tell us what product codes that you want to order and where to send your CD!



Online (credit or debit card or PayPal)
www.justclait.co.uk



Email (we will invoice you)
info@justclait.co.uk



Telephone (we will invoice you)
0770 987 9206



Post (we will invoice you)
Send this form or your official order to:

JustClait, 41 Heathfield Road, Norton, Evesham, WR11 4TQ

Please quote product codes