



**Marking checklist**

- Paper Size set to A4
- Orientation set to Portrait
- Text box created and text entered (any font style and size)
- Publication saved as **Box2**
- 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
<b>PRAC</b>	<b>£29.95</b>	EPA1 to EPA8 and EPT1 to EPT8	<input type="checkbox"/>

Code	Price	Product codes included	Tick here to order
<b>EWB</b>	<b>£69.95</b>	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 1<sup>st</sup> 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**