



41, Heathfield Road
Norton
Evesham
Worcestershire
WR11 4TQ

Tel: 0770 987 9206
E-mail: info@justclait.co.uk
Web site: www.justclait.co.uk

WORKBOOKS FOR CLAIT 2006 - LEVEL 1

- Workbooks are supplied on CD-ROM for self-printing (unlimited copies)
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The following eight units are available on a unit by unit basis

NEW! 2nd Editions These have expanded content, and include the practice tasks from product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 respectively. (Product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 also include the task solutions).

UNIT 1 - FILE MANAGEMENT AND e-DOCUMENT PRODUCTION

(Using Windows XP and Word 2003)

UNIT 2 - CREATING SPREADSHEETS AND GRAPHS

(Using Excel 2003)

UNIT 3 - DATABASE MANIPULATION

(Using Access 2003)

UNIT 4 - e-PUBLICATION CREATION

(Using Publisher 2003)

UNIT 5 - CREATE AN e-PRESENTATION

(Using PowerPoint 2003)

UNIT 6 - e-IMAGE CREATION

(Using Publisher 2003 and Paint Shop Pro)

UNIT 7 - WEB PAGE CREATION

(Using FrontPage 2003)

UNIT 8 - ONLINE COMMUNICATION

(Using Internet Explorer and Outlook 2003/7)

LEARN, PRACTISE
AND PASS
CLAIT 2006 - LEVEL 1

UNIT 8
ONLINE
COMMUNICATION

USING
INTERNET EXPLORER v7
AND OUTLOOK 2003 / 2007

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CLAIT 2006 – LEVEL 1 – UNIT 8

ONLINE COMMUNICATION

USING INTERNET EXPLORER v7 AND OUTLOOK 2003 / OUTLOOK 2007

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PRINTING PARTS OF WEB PAGES AND USING HEADERS AND FOOTERS

You have seen how easy it is to print out an entire web page, although the results are sometimes unpredictable. Some web pages contain a link that says something like “Print this page” or “Printable version”. It is often better to click on these links to produce prints as it means that the web page designer has created specific “code” within the web page to generate reliable prints.

As many web pages end up being printed on several pieces of paper, it is sometimes better to print out just a selected part of a web page, and you will now learn how to do this.

Action Load Internet Explorer and type in the following web site address into the address bar.

www.justclait.co.uk



Action Press the **ENTER** key, or point and click on the **GO** button.



Imagine that you want to print out just the first two paragraphs of text from this page, as circled above. Proceed as follows:

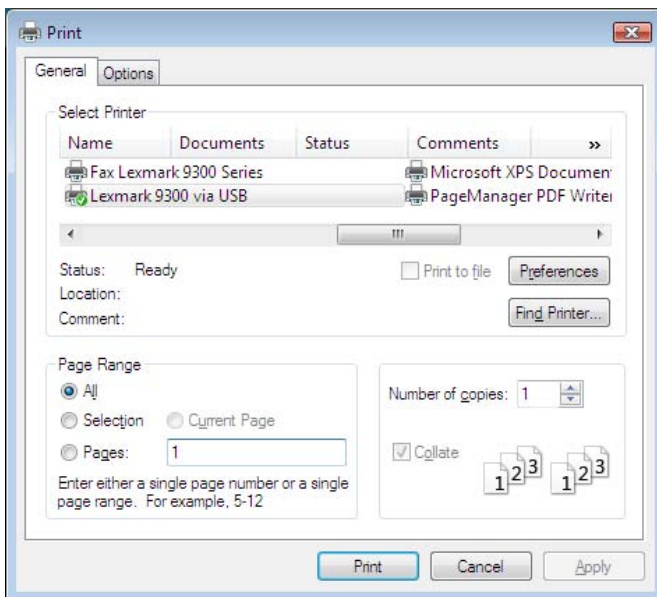
Action Highlight the two paragraphs of text. Do this by pointing and clicking just to the left of the first word **CLAIT** in the first paragraph, and keeping the mouse button depressed drag downwards and across to the end of the second paragraph. Your screen should appear as overleaf.



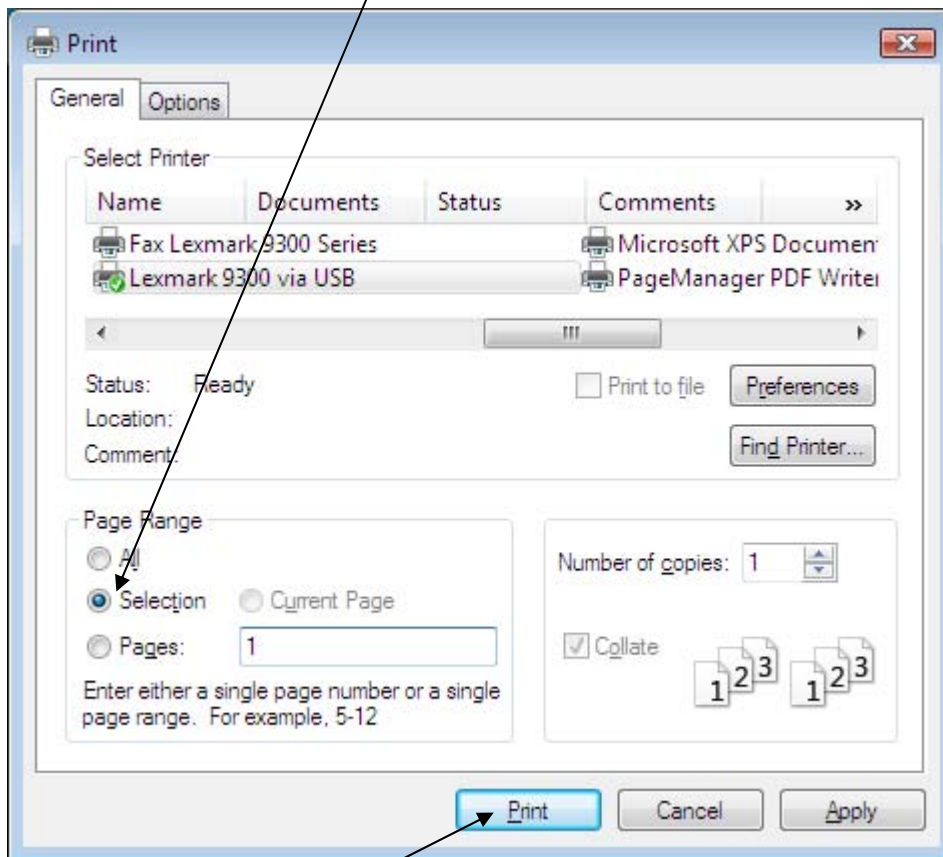
Action Select **File, Print..** on the menu bar.



The Print dialogue box will appear, similar to below.



Action Point and click on the **Selection** button in this dialogue box.



Action Finally, click on the **Print** button. The highlighted part of the web page will be printed. To clear the highlighting from the web page, simply click away from the highlighted area.

USING HEADERS AND FOOTERS

If you have used other Microsoft applications, you will probably be familiar with “headers and footers” – the top and bottom sections of pages that are reserved for special information such as page numbers and file names etc.

You can use headers and footers when printing from Internet Explorer, and for CLAIT purposes it is recommended that you use them to add the following information to your print outs:

- Your name
- Your centre number
- The date
- The web page address or URL

You will now learn how to add your name and centre number to the header of your print outs and how to insert the date and web page address to the footer.

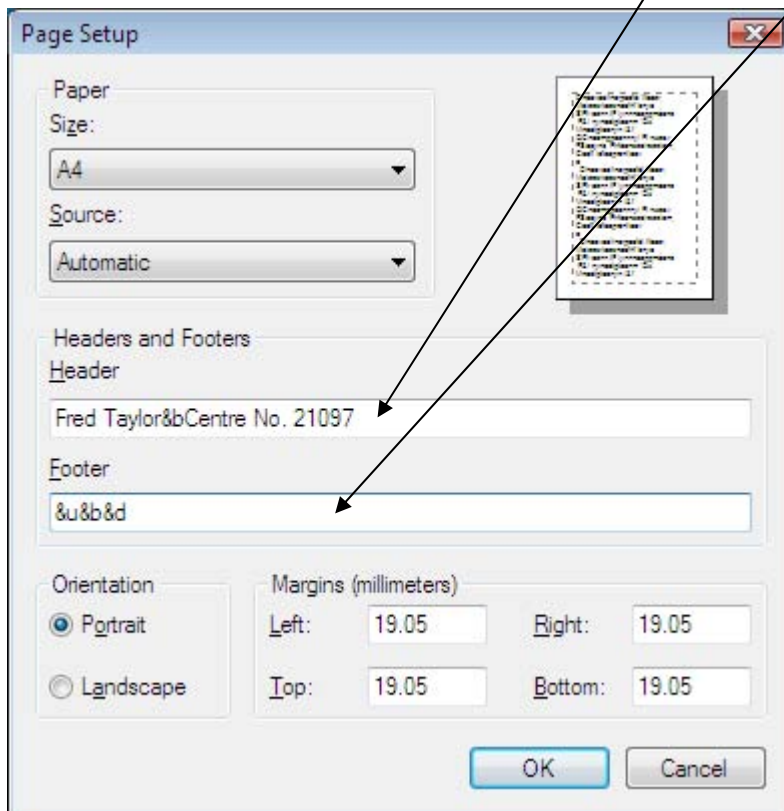
Action If you are not already doing so, display the web page **www.justclait.co.uk**.

Action Select **File, Page Setup..** on the menu bar.



The Page Setup dialogue box will appear as below.

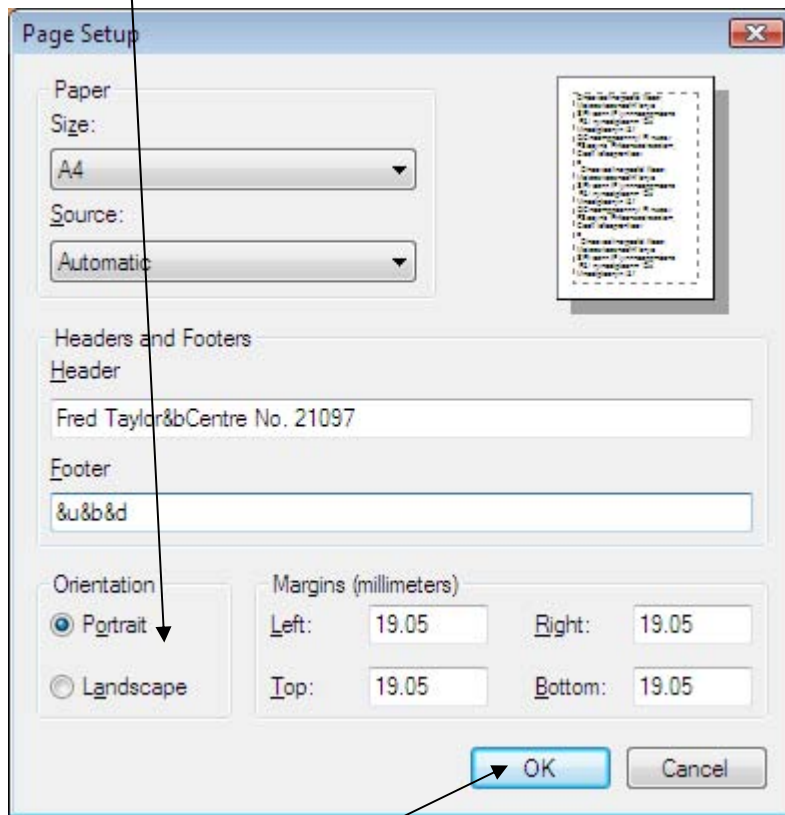
Action Enter the information as shown below in the Header and Footer sections (substituting your name and centre number appropriately).



The codes for the header and footer are:

- &u – prints the URL or web page address
- &b – right align
- &d – prints the date

From here you can also change the orientation of the printed page from Portrait to Landscape, which can be very useful sometimes to avoid the text being missed off from the far right-hand side of some web pages.



Action Finally, click on the **OK** button to confirm the page setup.

You can check what your print out will look like by using the print preview option.



Action Now print the web page by clicking on the **Print** button on the toolbar and examine your print out carefully. Check that the information in the header and footer is as you intended. Print copies in portrait and landscape and compare them.

The following three tasks will give you practise in printing web pages.

Practice Task 4

**VISITING A SPECIFIC WEB SITE
SETTING PRINT ORIENTATION
PRINTING PART OF A WEB PAGE**

The data files required for this exercise are: **None**

1. Switch on the computer
2. Login using your username and password
3. Load an Internet browser such as Internet Explorer
4. Direct the browser to the following web site address:

www.whatsonwhen.com
5. Print out any one paragraph from this the web page in Portrait orientation, including the following information in the header and footer:

Header :Your name and the date
Footer :The web page address
6. Close the Internet browser

End of task

Practice Task 5

**VISITING A SPECIFIC WEB SITE
SETTING PRINT ORIENTATION
PRINTING PART OF A WEB PAGE**

The data files required for this exercise are: **None**

1. Switch on the computer
2. Login using your username and password
3. Load an Internet browser such as Internet Explorer
4. Direct the browser to the following web site address:

www.tvguide.co.uk
7. Print out any two consecutive paragraphs from this the web page in Landscape orientation, including the following information in the header and footer:

Header :Your name and the web page address
Footer :The date
5. Close the Internet browser

End of task

Practice Task 6

**VISITING A SPECIFIC WEB SITE
SETTING PRINT ORIENTATION
PRINTING PART OF A WEB PAGE**

The data files required for this exercise are: **None**

1. Switch on the computer
2. Login using your username and password
3. Load an Internet browser such as Internet Explorer
4. Direct the browser to the following web site address:

www.nationmaster.com
8. Print out any single paragraph from this the web page in Portrait orientation, including the following information in the header and footer:

Header :The web page address
Footer :Your name and the date
5. Close the Internet browser

End of task

