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CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, New CLAIT 2006 Unit 1 File Management and E-Document Production Using Windows 7 and Word 2010, CiA Training Ltd., This self teach guide has been designed to gradually steer you in a step by step manner around the software features needed to pass the New CLAIT 2006 Unit 1 assessment. As you work through this book you are introduced to, and taught how to use, the Windows operating system and Microsoft Word. Data is available to download and has been designed to be used in conjunction with the exercises as you work through the book.

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