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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...

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