

# MATTLO BOOKS CATALOGUE

Grade	Title	CD	ISBN	Price	Tasks	Description	
<b><i>WORD PROCESSING</i></b>							
<b>10-12</b>	New Challenging Tasks to Tackle	✓	978-1-920111-74-8	R160	85	The tasks are CAPS compliant, covering all required word processing functions and HTML as set out in the policy statement for Grades 10 to 12. The tasks are based on common business documents.	
<b><i>SPREADSHEETS &amp; DATABASES</i></b>							
<b>10-12</b>	Spreadsheets: Original Tasks to Tackle	✓	978-1-920111-76-2	R130	40	The tasks have been arranged in an increasing level of difficulty, although the educator may elect to omit certain of the requested features, formulas or functions set in the task, thereby making it more suitable for a lower level.	
<b>11-12</b>	Databases: Practical Tasks to Tackle	✓	978-1-920111-78-6	R130	30		
<b>10-12</b>	Computer Applications: Extra Tasks to Tackle	✓	978-1-920111-88-5	R130	50		
<b><i>WEB DESIGN (HTML)</i></b>							
<b>11&amp;12</b>	Web Design: HTML Tasks to Tackle	✓	978-1-928323-15-0	R130	30	The 30 tasks in this book (14 for Gr. 11 learners; 16 for Gr. 12 learners) test the learner's ability to enter the correct codes in order to create a webpage that can be opened with a web browser.	
<b><i>THEORY - 2nd edition</i></b>							
<u>Teacher's books</u>							
<b>10</b>	CAT Theory: Tasks to Tackle	✓	978-1-928323-01-3	R130	80	The main thrust of the books is that of objective-style assessment, i.e. multiple choice, match the columns, missing words, etc. The teacher's books are accompanied by a CD containing the solutions, while the learner's books have the solutions printed at the back of the book. The books have been updated and expanded according to the CAPS document.	
<b>11</b>	CAT Theory: Tasks to Tackle	✓	978-1-928323-03-7	R130	71		
<b>12</b>	CAT Theory: Tasks to Tackle	✓	978-1-928323-05-1	R130	73		
<u>Learner's books</u>							
<b>10</b>	Learner's Workbook: Revision Tasks to Tackle	*	978-1-928323-07-5	R100	42		
<b>11</b>	Learner's Workbook: Revision Tasks to Tackle	*	978-1-928323-09-9	R100	55		
<b>12</b>	Learner's Workbook: Revision Tasks to Tackle	*	978-1-928323-11-2	R100	50		
<b><i>COMPUTER LITERACY</i></b>							
<u>Computer ABC: Your Guide to Computer Literacy</u>							
<b>8-10</b>	Office 2007/2010 version (Windows 7 & Windows 8)	✓	978-1-920111-72-4	R180	Tasks per module	The book is not only suitable for basic computer training at school level but also for students and adults who want to become computer literate and who may not have had the opportunity to acquire computer skills in the past.	
<b>8-10</b>	Office 2010/2013 version (Windows 7, 8 & 10)	✓	978-1-920111-90-8	R180			
<b>8-10</b>	Office 2016 version (Windows 10)	✓	978-1-928323-13-6	R180			

## E-BOOKS (PDF FILES ON CD)

<b>PRESENTATIONS</b>						
<b>10</b>	MattLo Guide to PowerPoint	CD ✓	978-1-920111-86-1 PowerPoint 2010	R100	10	This book provides a step-by-step guide to using PowerPoint 2010 (with references to PPT 2013) and covers the areas required for Grade 10 by the CAPS document.
<b>DATABASES</b>						
<b>11</b>	MattLo Guide to Access (Part 1: Introduction)	CD ✓	978-1-920111-70-0 Access 2007/2010	R100	16	This CD provides a guide to Microsoft Access for both teachers learners by covering the basic aspects of databases. The guides to Access are provided in Access 2007-2010.
<b>12</b>	MattLo Guide to Access (Part 2: Access Plus)				8	
<b>THEORY - 2nd edition</b>						
<u>Teacher's books</u>						
<b>10</b>	CAT Theory: Tasks to Tackle (CAPS)	CD ✓	978-1-920111-92-2	R130	80	The theory e-books (teacher's books) are the same as the printed format books, but are now also available on CD. The task solutions are also included on the CD.
<b>11</b>	CAT Theory: Tasks to Tackle (CAPS)	✓	978-1-920111-94-6	R130	71	
<b>12</b>	CAT Theory: Tasks to Tackle (CAPS)	✓	978-1-920111-96-0	R130	73	
<b>WEB DESIGN</b>						
<u>Teacher's book</u>						
<b>11&amp;12</b>	Web Design: HTML Tasks to Tackle	CD ✓	978-1-928323-14-3	R130	30	A convenient format of the printed book is also available on CD. The 30 tasks in this book (14 for Gr. 11 learners; 16 for Gr. 12 learners) test the learner's ability to enter the correct codes in order to create a webpage that can be opened with a web browser.

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