



Microsoft Office for Teachers (2nd Edition)

Patricia J. Fewell, William J. Gibbs

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This practical guide for teachers who want to learn how to use the Microsoft Office suite as a tool in instruction, learning, and classroom management. Through step-by-step "how-to" exercises and helpful classroom examples, the various features of Word, PowerPoint, Excel, Access, Outlook, and Publisher are explained in detail. Inservice Teachers.

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