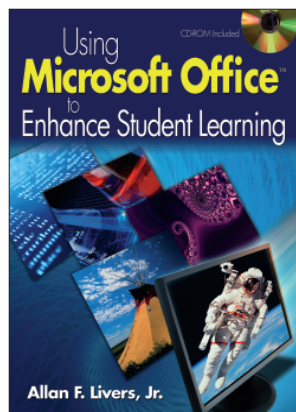


Hawker Brownlow Education

Using Microsoft Office to Enhance Student Learning (including CD)



Author: Allan F. Livers

Date Available: 5 December 2007
ISBN: 1 74170 524 X
Code: CO524X
RRP: \$59.95
Format: A4, 224 pp
Age Range: Prep–Year 12
Category: Class Room Practice
Subject: Technology

Key Selling Points:

- Quick and easy directions combined with ready to use templates
- Combines technology with many subject areas, skill levels and year levels
- Projects utilising Word, Access, Publisher, PowerPoint and Excel

Summary:

For those who want to teach more creatively but feel pressed for time, this book is for you! Not intended to endorse additional software purchases, this guidebook helps you use the programs you already have to your advantage. Designed for both seasoned veterans and novice users of MS Office, this resource promotes effective classroom instruction and student engagement in the learning process and offers:

- Easy-to-follow directions for beginner-to-advanced projects in each chapter
- Suggested projects by year level and in content areas of maths, science, English and social studies
- A companion CD-ROM with templates and sample finished projects

Supporting Resources:

Digital Storytelling in the Classroom – CO5223

Teaching in the Digital Age – CO5231

Using PowerPoint in the Classroom – CO5258

Blogs, Wikis, Podcasts and Other Powerful Web Tools for Classrooms – CO2348



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