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Introduction

When you look at all the work you have done preparing lessons, planning special events, and monitoring your students' progress, you cannot help but see what a massive task teaching really is. Yet, at the end of the school year, you still want to improve. How could next year be better? You may find yourself dreaming of ways to lighten the load while accomplishing even more.

It's time to add to your toolbox. Let the computer be your personal assistant, that ever-present, supportive aid. The computer *is* your toolbox. Just like the Egyptians' use of ramps to assist them in their monumental building tasks, *Microsoft Word* is the simple machine you use to complete many time-consuming tasks.

Although *Microsoft Word* can be used within the curriculum and for classroom presentations, it can also be used to make invitations, certificates, newsletters and much more. You and your students can make a class website, and people from around the world will learn about your class and activities. *Microsoft Word* is your window to the world.

Using This Book

This book can be used as a tutorial and later as a reference manual. Each section introduces a concept, explains how to accomplish a task, and gives you an opportunity to practise your newly learned skills.



Tips for Success are presented in each section. They are those little ‘nice-to-know’ pieces of information that can save you hours of stress and heartache. The tips are easy to spot throughout the book. Just look for the star in the left margin.



Try this is designed to let you experiment with new skills while learning each concept. After successfully practising the skill, you can ‘tick’ it as a task well done and move forwards to the section’s activity.

The activities allow you an opportunity to practise the skills further. As you work through each activity, you will discover techniques that will help you use *Microsoft Word 2000* more efficiently in other projects.

The last section of the book is several large projects where you will use the skills acquired throughout the book. Don’t be surprised if you find that some of these projects become the basis of your own classroom projects.

After you have worked through the book, it will serve as a handy reference. A glossary and index are included at the end of the book and will serve as yet another tool in your toolbox.