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Using Word Document Templates

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Using Word in the Classroom Armand Seguin, Renee M. Eggers, Dusti Howell, 2002-02-19 Corwin Press has produced an impressive little series of guides to three of the most used pieces of ICT Software: Microsoft PowerPoint, EXCEL and Word. These books aimed at both the beginner and the intermediate user are easy to follow, aided by excellent screen shot graphics. They would make a welcome addition to any school library or classroom. School Librarian. The authors provide teachers with an opportunity for contextual professional growth and a opportunity to think in terms of effective use of technology to engage students in learning the whole curriculum while also helping teachers and students learn about technology. Blake West, Vice President National Education Association, Topeka, Kansas. Easy to read and understand. Straight to the point graphics from the software help make it non-threatening to beginners while providing intermediate users with the step-by-step instructions needed for more advanced lessons. Ellen Thompson, Teacher, Horizon Elementary School, Madison, Alabama. *Using Word in the Classroom* will provide teachers with an effective quick reference guide through the Word program. Covering both Mac and PC instructions, the book is applicable for classroom management and student projects. *Using Word in the Classroom* features troubleshooting guides, visual graphs and charts, and numerous detailed examples of the different ways to implement the programme in an everyday setting.

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