



Word Works: Textbook: Making the Most of Microsoft Word (Folens ICT Programme)

By Harrison, Patricia; Sarkar, Papia

Folens Publishers UK, U.S.A., 2002. Soft cover. Book Condition: New. This book takes the 53 most relevant Word functions and provides detailed step-by-step instructions on how to develop the skill of using each function. The 53 skills are introduced systematically. New skills build on those introduced earlier, ensuring continuity and progression. Each skill is then applied in a practical context. Mastery of the Word functions will improve pupil attainment in both ICT itself and across the broad curriculum.

DOWNLOAD



READ ONLINE
[8.95 MB]

Reviews

A new e book with a brand new standpoint. I am quite late in start reading this one, but better then never. I discovered this ebook from my i and dad advised this publication to understand.

-- Jada Franecki II

Here is the very best book i have got read through until now. I could possibly comprehended everything using this composed e publication. You will not sense monotony at whenever you want of your time (that's what catalogues are for concerning should you ask me).

-- Izaiah Schowalter