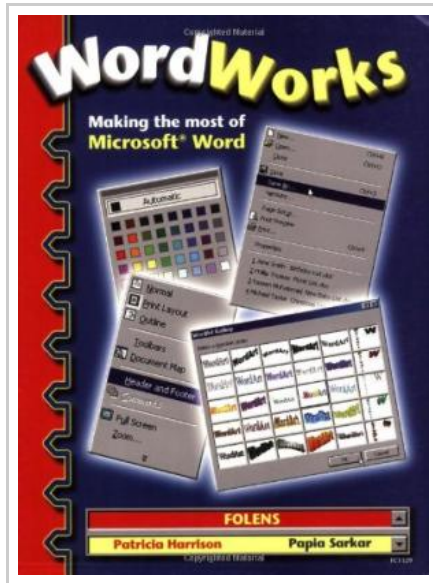




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Word Works: Textbook: Making the Most of Microsoft Word (Folens ICT Programme)

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.

Reviews

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