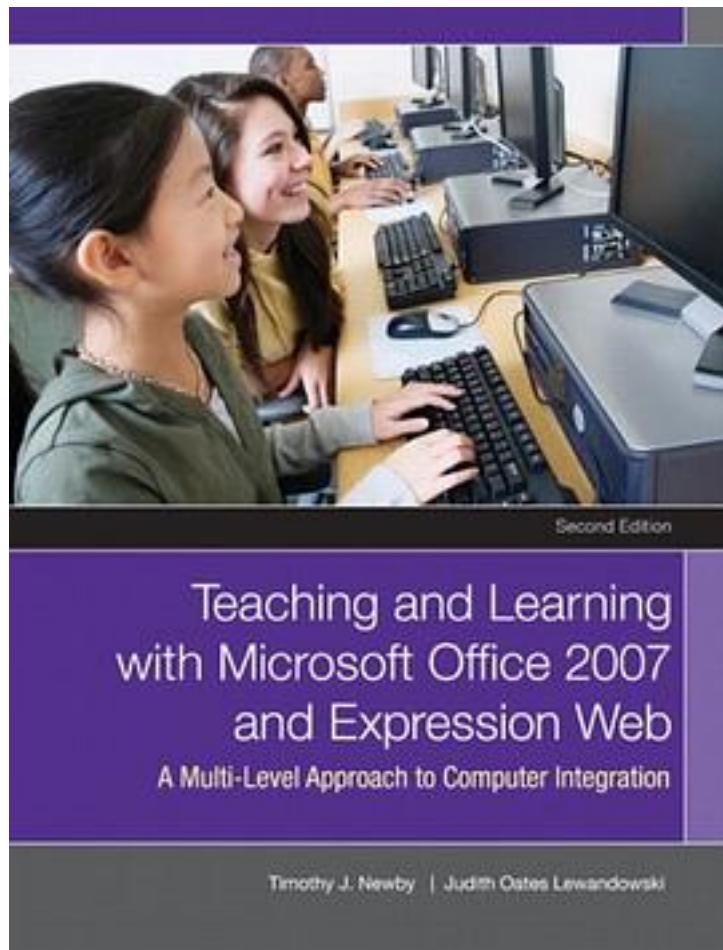


Teaching and Learning with Microsoft Office 2007 and Expression Web (2nd Edition)



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"Yes I can use this!" Written for undergraduate and graduate students, the goal of this book is for the reader to be able to say this as they grasp the basics of key software applications. Completely revised for the upgrade to the new Microsoft Office 2007, this book retains its three level approach to learning. Level 1: Designed for the true beginner or novice this level gives step by step instructions as well as a good review of key concepts for a more experienced user. Level 2: Guides the reader through more advanced features of the software and gives instructions on how to find help if it is needed. Level 3: Moves the student on to address integration of the software. Gives examples and the students practice designing and developing technology integrated learning experiences. Teachers have more demands on them now than before and the available software has more to offer them than ever before. The authors wrote this book to quickly get students up and running with the basic Office software suite of programs, to provide examples relevant to teachers, and to help them develop the skills to integrate these tools into their own classrooms in a way that would enhance the learning experiences of their students. The text focuses on Microsoft Windows Vista, Office 2007, and Expression Web, but MS Office for Mac users will also be highlighted throughout.

作者介绍:

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