



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.



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Reviews

Very helpful to any or all category of men and women. It is definitely simplified but unexpected situations within the 50 % of your publication. I am very easily could possibly get a pleasure of reading a composed ebook.

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Simply no terms to clarify. It is actually loaded with knowledge and wisdom I am just delighted to let you know that this is the very best publication i have got read through during my individual lifestyle and could be he very best pdf for actually.

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