



# Microsoft Office 2010 for Teachers (4th Edition)

*William J. Gibbs, Patricia J. Fewell*

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Revised and updated to apply to Office 2010 and Windows 7, *Microsoft Office for Teachers* provides practical guidance for understanding and using Microsoft Word, Powerpoint, Excel, Access and Publisher for teaching and learning. Each chapter provides step-by-step demonstrations of the intricacies of Office 2010, activities to test comprehension, and helpful classroom examples that model how to seamlessly integrate these current technologies into classrooms and to maximize their effectiveness on student learning and classroom management.

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