

Folens Ict Programme Powerpointworks Teacher File Making The Most Of Microsoft Powerpoint

50 key PowerPoint skills are taught, each with its own application activity. A copy of the spiral bound book should be kept by each computer. The Teacher File provides: Support for teacher ICT skills; Pupil task sheets; Copiable resources for use in the classroom/computer suite; The CD-Rom provides: Text files; Art files; Copiable pupil resources; On-screen activities; The Poster Pack provides: 16 big, laminated wall posters; 'At a glance' reference to skills, tips and techniques. In fact, everything to ensure success for all pupils.

"This book takes the 50 most relevant Word functions and provides detailed step-by-step instructions on how to develop the skill of using each function"--Cover.

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