Teachers Discovering and Integrating Microsoft Office: Essential Concepts and Techniques

Gary B. Shelly, Thomas J. Cashman, Randolph E. Gunter, Glenda A. Gunter

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Understanding how to successfully integrate technology into the classroom can be one of the biggest challenges an educator can have. Using the Shelly Cashman Series step-by-step, screen-by-screen proven approach to learning, this text will ease educators into easily integrating core Microsoft applications into their classroom. Included free with the every book is a copy of Microsoft's Teaching and Learning CD-set which is filled with tips, lesson plans, templates, and much more!

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