



# Teaching and Learning with Microsoft Office 2010 and Office 2011 for Mac

*Timothy J. Newby, Judith O. Lewandowski*

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**A learning resource for pre-service and in-service teachers, presenting MS Office at three levels.**

*Teaching and Learning with Microsoft® Office 2010 and Office 2011 for Mac* is an ideal resource for pre-service and practicing teachers aspiring to integrate technology effectively, create an engaging learning environment, and learn the basics of common application software. This text introduces and explains the most important functions of the Microsoft Office tool including Word, PowerPoint and Publisher and includes two complete chapters on the use and application of Microsoft Excel.

This text is designed with both the novice and the expert in mind and offers tips, practice problems, teaching ideas and tiered exercises that provide practice and skill acquisition for every level: beginner, intermediate, and advanced.

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