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Reviews

It in a of my personal favorite book. It is writter in easy terms and never hard to understand. Its been designed in an exceedingly easy way and it is only after i finished reading this publication by which in fact changed me, change the way i think. (Lucinda Stiedemann)

INTRODUCTION TO IT SKILLS: UNIVERSITY FOUNDATION STUDY COURSE BOOK (STUDENT MANUAL/STUDY GUIDE)

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Garnet Publishing Ltd. Paperback. Book Condition: new. BRAND NEW, Introduction to IT Skills: University Foundation Study Course Book (Student Manual/Study Guide), Anthony Manning, Frances Russell, Fiona McGarry, Transferable Academic Skills Kit: Module 7: Introduction to IT Skills The Garnet Education Transferable Academic Skill Kit was short-listed for the Duke of Edinburgh English Speaking Union English Language Book Award in 2008. TASK is a flexible learning resource that has been carefully designed to develop the key transferable skills that promote students' success in university and college study. Whether you are a student or a teacher, the TASK series provides a tried and tested teaching and learning tool suitable for a broad range of academic disciplines. A series of supported exercises relates theory to practice and provides students with the tools to develop a framework of skills that can then be used in a wide range of contexts both inside and outside the academic world. TASK can be followed as a complete course or individual modules can be selected to address specific needs. Created by members of the academic staff of the International Foundation Programme at the University of Reading, TASK forms a part of the university's skills provision for home and international students at all levels. Key Features * Teaches students to use the toolbar effectively * Practises highlighting text in order to modify and move it around * Familiarizes students with academic conventions * Improves students' confidence in storing documents and sending attachments by e-mail * Explores the benefits of using spreadsheets * Teaches students how to create charts and graphs Also available as a boxed set of all twelve modules.

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