

Student Manual And Instructors Guide

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Student Manual (part A) [instructor Guide

Microsoft Word 365 - Beginning

Microsoft Access 2016 - Intermediate

This text/curriculum guide promotes responsible attitudes and behavior toward health, wellness, and sexuality. The student workbook and instructor's manual dispel commonly held misconceptions about sexually transmitted diseases (STD) and present accurate information on their danger and prevention. The instructor's manual presents the goals of STD education and offers suggestions for implementing an STD education program. A lesson plan is presented in the second chapter that utilizes five class periods. Chapter 3 presents 11 learning opportunities that provide suggestions for class activities. The final two chapters are comprised of test questions and answers to commonly asked STD questions. Lesson plans and additional worksheets are included. The student manual includes fact sheets and self-tests. (JD)

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Note: This is the black & white version of the Student reference manual designed for instructor-led computer training. Can also be used as a self-paced tutorial for learning the beginning concepts of Microsoft Word 365. For the black and white instructor guide, search for ISBN-13: 9781700398680 For the color instructor guide, search for ISBN-13: 9781700398857 For the color student manual, search for ISBN-13: 9781700398390 For the black and white student manual, search for ISBN-13: 9781700398185 For information regarding unlimited printing with the ability to customize our courseware, please visit our website: www.ezref.com Topics covered in Microsoft Word 365 - Beginning (6-8 hours) Microsoft Word Basics (Screen, Menu) Shortcut Menus, Toolbars & ToolTips Using Help Changing Views & Full Screen Creating, Saving, & Opening Files Spell Checker, AutoCorrect Previewing & Printing Files Basic Editing, Deleting, Undeleting, Redoing Click & Type Formatting

Read Online Student Manual And Instructors Guide

*d104 (Fonts, Point Size, Color) Using the Format Painter
Adjusting Margins/Line Spacing/Alignment Reveal
Formatting Setting Tabs, Changing Case, Page Breaks
Indenting, Centering, Right-Aligning d104 Moving &
Copying d104 (Drag & Drop) Using the Office Clipboard
The Thesaurus & Grammar Checker Creating Bookmarks
Printing Envelopes Mailing Labels Using and Creating
Templates Applying Themes
Microsoft Access 365 - Beginning
Instructor's Guide
Instructor's manual.- [2] Student manual.- [3] Course
guide.- [4] Packet of instructional aids.- [5] Evaluation
aids packet and media log.- [6] Final report
Microsoft Word 2016: Intermediate*