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Intended primarily for courses in computer concepts and office applications, this text also provides practical content to current and aspiring industry professionals. This book teaches computer concepts and applications together. It engages readers rightaway by using a jobs-focused approach that integrates computer concepts and applications into practical combinations of concepts and skills in the context of a job. With this approach, readers learn how to work in the real world where they will solve problems using computer concepts and skills related to the Internet, Microsoft Office 2013 applications, collaboration, social media, and cloud computing.

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Now in its third edition, *The Literate Classroom* offers essential information and advice from leading experts about the teaching of primary English to students, NQTs and less confident teachers of literacy. Presenting a range of refreshing and challenging viewpoints from experienced classroom practitioners, this book describes how the theory behind key areas of literacy teaching can be transformed into realistic learning experiences within the classroom. Split into five sections, this book outlines effective measures in inspiring children to become confident with all aspects of

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literacy through speaking and listening, creative approaches to reading and writing and new experiences with poetry and drama. This fully updated edition includes: shared and guided reading and writing guidance on literacy teaching with EAL pupils comprehension through response to children's literature working with drama, ICT, poetry and language study new chapters on speaking and listening, reading aloud to children and children's development as independent readers. This accessible and informative collection is a must-have for all trainee and practising teachers, as well as teaching assistants and support workers, looking to enhance literacy learning in the primary classroom.

Despite new technologies, people do not always find information with ease. Do people still need help in finding the information they need, and if so, why? What can be made easier with new tools and techniques? Information Services and Digital Literacy is about the role of information services and digital literacies in the age of the social web. This title provides an alternative perspective for understanding information services and digital literacy, and argues that a central problem in the age of the social web and the culture of participation is that we do not know the premises of how we know, and how ways of interacting with information affect our actions and their outcomes. Information seeking is always a question of crossing and expanding boundaries between our earlier experiences and the unknown. We may not yet be well enough acquainted with the landscape of digital information to understand how we know, where the boundaries to our knowledge lie, how to cross them, and what consequences our actions may have. Presents a new approach for understanding how information services help and hinder people in becoming informed Provides an overview of how to conceptualize information services and digital literacy

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Provides a model for developing new types of library and information service

The Basic Computing Skills You Need to Enhance Your Academic Education Computing Fundamentals provides students with the basic computing skills needed to get the most from their educational endeavors, regardless of field of study. Written by Microsoft Office Master Instructor Faithe Wempen, this detailed resource helps you develop a strong understanding of how computers work and how they affect our society. In addition to helping you master essential computing tasks such as working with operating systems, applications, and the Internet, this book also provides you with all the knowledge you need for computing basics. Learn the types of computer hardware and how they work together Understand operating systems and application software Get a complete introduction to Windows® 7 Learn the basics of Microsoft® Office applications Understand the essential technologies behind networking, the Internet, and the web Learn how to protect your online privacy and security Explore legal, ethical, and health issues of computing Each chapter includes a summary, list of key terms, and sample questions to help you master basic computer skills.

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