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Edward Jones, Derek Sutton

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Understanding Google Docs - 2021 Edition Kevin Wilson,2023-11-10 We've all been there before, staring at a computer screen with no idea what to do - don't worry Understanding Google Docs is here to help. Written by best-selling technology author, lecturer, and computer trainer Kevin Wilson, Understanding Google Docs is packed with easy to follow instructions, photos, illustrations, helpful tips and video demos. Updated to cover the latest version of Google Docs, this guide will show you how to: Start Google Docs and find your way around navigation menus Format text: bold, italic, underlined, strike, and super/sub script Align, highlight and change text colour Cut, copy, paste and using the clipboard Use headers, footers, and columns Insert page numbers, and contents pages Add page and section breaks Adjust line spacing, and tab stops, as well as bullet and numbered lists Convert documents to other formats such as PDF or Microsoft Word Share your documents, print them out, or email them as attachments. Collaborate with other users and work on group projects with collaboration features Insert wordart, drawings, charts, tables, equations and special characters Add images, crop, wrap text and use effects Check spelling and grammar Improve your work with dictionary define and lookup features Expand the functionality of Google Docs using Addons Take Google Docs with you on your tablet and work on your documents anywhere You'll want to keep this edition handy as you make your way around Google Docs. Have Fun!

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[Online Nursing Education: A Collaborative Approach](#) Melissa Robinson, Henny Breen, 2020-11-09 The increase of online nursing education programs has furthered the need for nursing faculty to have specific preparation for online teaching. Drawing from the authors' extensive experience teaching online nursing education programs, *Online Nursing Education: A Collaborative Approach* is unlike any other text. It was written and designed for faculty teaching online post-licensure

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Enhancing Learning Design for Innovative Teaching in Higher Education Palahicky, Sophia, 2020-03-13 The higher education landscape is embracing the call to be innovative, yet scholars have not clearly defined what it means to innovate. Innovation is not limited to the use and adoption of educational technologies, and it encompasses a broad array of elements that must be considered if we are to truly aspire toward innovative teaching in higher education. *Enhancing Learning Design for Innovative Teaching in Higher Education* is a critical scholarly publication that examines how instructional systems design, instructional design, educational technologies, curriculum design, and program design impact innovation and innovative teaching in higher education. The book offers definitions of innovative teaching and examines critical intersections to achieve innovation and innovative teaching in post-secondary environments. Highlighting a wide range of topics such as program mapping and learning design, this book is essential for academicians, administrators, professionals, curriculum developers, instructional designers, K-12 teachers, educational technologists, researchers, and students.

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Google Docs for Seniors Scott La Counte,2019-08-03 If you are interested in learning more about Google Docs, or you are ready to make the leap and become a free user, then this guide will show you the ropes and get you started as quick as possible.

Quick Guide to the APA Referencing Style PaperHacker Publications,2019-09 A quick guide for students on APA formatting: How to easily format your academic paper.APA Formatting and Style Guide for students.APA recommendations.Guide to citing and writing in APA Format.APA Format guidelines, tips, and examples.

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Microsoft Office for Windows 95 Bible Edward Jones,Derek Sutton,1995 Combining the features of both a tutorial and comprehensive reference into a single volume, this book provides readers with information needed to learn the basics of each program--and emphasizes the insider tips and techniques needed to tie all the pieces together for maximum results. The CD includes all the information in the book in easy-to-reference hypertext format.

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Joan Thormann is professor in the division of Technology in Education at Lesley University, Cambridge, Massachusetts. She edits a column on technology and special needs for Learning and Leading with Technology. Isa Kaftal Zimmerman is the principal of IKZ Advisors in Boston, Massachusetts, an educational consulting firm serving educators and stakeholders in the Science, Technology, Engineering, and Mathematics (STEM) fields.

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