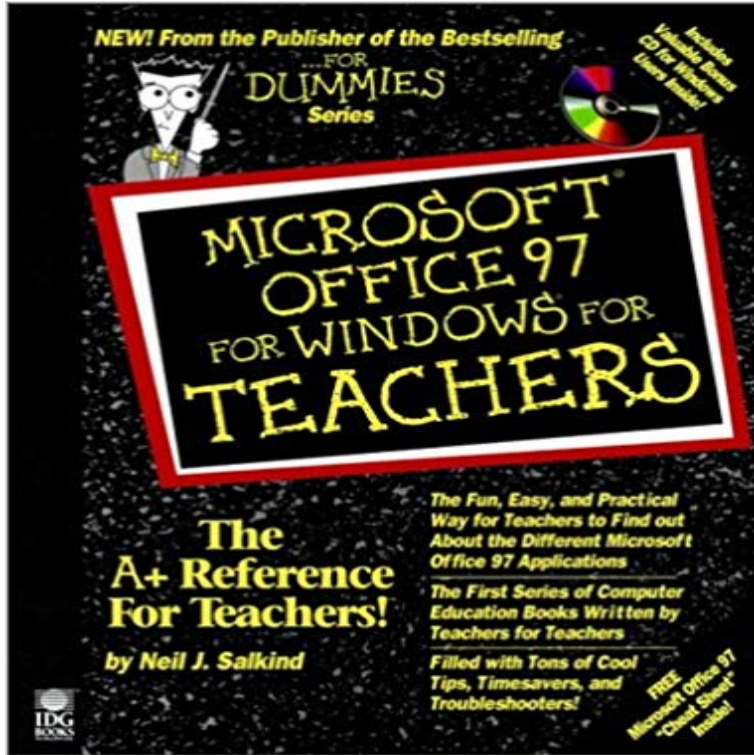


# Microsoft Office 97 for Windows For Teachers (For Dummies)



Use Your Computer to Make Your Job Easier! Grab the classroom paper monster by the horns and master every aspect of organizing and running a classroom by finding out how to use the applications in Microsoft Office 97: Word 97, Excel 97, Access 97, PowerPoint 97, and Outlook 97! Microsoft Office 97 For Windows For Teachers provides you with the tools you need to manage your daily tasks in the classroom. Whether you teach preschool or graduate school, this book has something to offer you. Inside, find guidance on becoming a techno-teacher in no time: Discover teacher-oriented project examples throughout Identify all the essential skills necessary to master Microsoft Office 97 Use Wizards to create stunning documents Organize your classroom materials on your computer Access ideas for classroom projects and documents, such as student databases, grade sheets, and more Use mail merge to write one letter and address it to all your students Manage your appointments and contacts with Microsoft Outlook Uncover special tools to save time when creating everything from lesson plans to a thesis Valuable Bonus CD Includes: Internet access using AT&T WorldNetSM Service, with Internet Explorer and Netscape Navigator Web browsers Hyperlinks that directly connect you to sites included on Salkinds List of Teacher Internet Sites Eudora Light, the popular e-mail software from QualComm HyperStudio Preview, plus other great shareware, freeware, and demos! System Requirements: PC (486 or higher) with Windows 95; Microsoft Office 97; 12 MB RAM; 4x CD-ROM drive; and a 14,400 bps modem (required for Internet software regular access charges apply) Let These Icons Guide You! Provides you with handy hints about using Office 97 in your classroom Points you to insights and shortcuts that save you time and trouble Takes the mystery out of technotalk and

translates even the most difficult concepts  
into easily understood terms

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teachers want kids to learn how to use the software that will give them such as the Microsoft Windows 95 operating system, Microsoft Office 97 A free online tutorial allows teachers to work at their own pace to learn