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# 15 BASIC COMPUTER SKILLS YOU NEED TO KNOW

A Beginner's Guide

# Basic Computer Skills Study Guide

**Daniel Callison, Leslie B. Preddy**

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**The Blue Book on Information Age Inquiry, Instruction and Literacy** Daniel Callison, Leslie B. Preddy, 2006-09-30 Based on many years of columns from School Library Media Activities Monthly, authors Daniel Callison and Leslie Preddy present key terms in a working theoretical model that may be used in developing and understanding the power of information inquiry in instruction. This book is both a revision and an update to Key Words, Concepts and Methods for Information Age Instruction. LMS Associates, 2003. New columns from School Library Media Activities Monthly are included and entirely new key words for instruction are introduced. These key terms have immediate value for staff development purposes. They are reproducible and can be used in building year-long study group programmes in schools and libraries or as weekly discussion handouts. An entirely new section on inquiry has been added. An in-depth and invaluable section of resources and web sites has been

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