

Basic ICT Skills Series; pupils' books & teachers' books
Right from the Start: ICT books for adult beginners
Payne-Gallway Publishers Ltd

Most teachers have difficulty in finding time for their own learning. They have to take it as and when offered or, much more likely, in their own time, and often on their own. ICT knowledge and skills are probably the best example. Few have been offered a series of training opportunities that take them through the A-Z of the ICT software they regularly access and make use of. As a result they tend to learn what they need to know and rarely have the opportunity to fill in the gaps or develop their competencies. Until now .

Either of the Payne-Gallway series listed above could be just what a busy teacher needs to have to hand. Believe me! I have been working with computers since 1983 and earn my living as an MFL ICT advisory teacher and yet I learnt some new wrinkles from the **Basic ICT Skills Series** designed for pupils. I leafed first through the **Basic PowerPoint 2000** and stopped to learn how to customise bullet points. I knew it was possible: I just had never had the time to find out exactly how. The same thing happened with customising layout colour schemes. But what gave me greatest pleasure was following the step-by-step instructions for creating a graph on a slide. Impressive! What a way of presenting pupils' opinions from a sondage/Umfrage!

I moved on to **Word 2002: Right From the Start** and refined my abilities to handle graphics (at last!) before discovering how to use the Grid to create a new set of business cards (equally invaluable for making quick, cheap and disposable classroom activities). I have worked my way through the Tabs and Tables chapter because my knowledge of re-setting Tabs was nil and finally checked that all the other chapters did not contain other such useful tidbits.

I have **Basic Excel 2000** still to work through before gaining the heights (or depths) of **Basic Access 2000**. And if that works, I'll eat my hat willingly, having long declared I would never be able to get my head round this particular piece of software. Then I shall try and find time to work through the adult versions in order to consolidate my new knowledge.

So go and check. Do you have copies of these books in school and can you borrow them? If the answer is NO, then check out the prices on the website (see below). It is not going to break the departmental budget to buy some of these titles for personal development within the department. If you're lucky, you might be able to persuade the ICT budget holder to cover the cost as part of the whole school INSET provision. After you have finished with them, they can easily be passed on to others who need them. By that time you'll be ready to move on to the **Further Word 2000** book!