

The book was found

Keyboarding And Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding (Available Titles Keyboarding Pro Deluxe)





Synopsis

Help your students master the keyboarding and word processing skills they need for career success! The Eighteenth Edition of KEYBOARDING AND WORD PROCESSING COMPLETE COURSE, LESSONS 1-120 uses proven techniques to guide students from initial new-key learning to expertise in creating business documents with Microsoft Word 2010. South-Western College Keyboarding offers a time-tested pedagogy that helps students develop a strong foundation in basic keyboarding, steadily improve their skills, and rapidly become proficient in document formatting, proofreading, and business communication. Each lesson is clearly focused, well structured, and designed to provide step-by-step training and reinforcement to help students quickly acquire and apply new skills. Based on customer feedback, the complete course is divided into two semesters with 55 lessons each, plus a set of supplemental lessons to complete the Microsoft Office Specialist certification. This comprehensive text combines all of the lessons and learning tools you will need for your course within a space-saving easel-back format. Lessons 1-25 concentrate on building fundamental keyboarding skills by mastering the alphabetic keyboard, top-row numbers, symbols, and the numeric keypad. Lessons 26-55 teach the basics of document formats and word processing, including block and modified block letters, memos, tables, and graphics. Lessons 56-110 cover document design, mail merge, advanced graphics, meeting documents and collaboration, legal and medical documents, and employment documents. The final 10 lessons include material to help students pursue Microsoft Office Specialist certification. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Book Information

File Size: 78566 KB

Print Length: 672 pages

Publisher: Cengage Learning; 018 edition (November 30, 2010)

Publication Date: November 30, 2010

Sold by: Cengage Learning

Language: English

ASIN: B00B6FKA0S

Text-to-Speech: Not enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #517,458 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #61

in Kindle Store > Kindle eBooks > Business & Money > Skills > Office Automation #204

in Books > Business & Money > Processes & Infrastructure > Office Automation #214 in Books

> Computers & Technology > Software > Microsoft > Microsoft Word

Customer Reviews

I purchased this book as an updated version to a typing book I had already owned. I find this one to be as detail oriented. I also purchased it to brush up on my typing skills along with my Microsoft Word 2010 skills. So far I find the lessons like in the previous versions of this book are very easy to follow.

was looking for keyboard refresher, the word process came as a great addition I learning made easy!

It was a bit beat up, but very useable. Delivery was quick. The book was well worth the price! Because this turn out so great, I even ordered an addition two items. I will never buy new again!

i use this item for school and there was a big difference using it in school than it was using it at home.....my teacher cant c my work online from school thru the web report. When I use the same username and password that I have in school at home....all of the information is erased (my work) I like the program itself just not the difficulty being caused.....

its ok

This was great, the book is really handy for my keyboarding class. It took only 6 days to get here to Guam. I truly appreciate the service.

The book arrived on time and in great condition. It even had the keyboarding discs that I wasn't even expecting. I am very happy with my purchase.

school

[Download to continue reading...](#)

Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010:
College Keyboarding (Available Titles Keyboarding Pro Deluxe) Keyboarding and Word Processing
Essentials, Lessons 1-55: Microsoft Word 2010 (Available Titles Keyboarding Pro Deluxe)
Keyboarding and Word Processing, Complete Course, Lessons 1-110: Microsoft Word 2013:
College Keyboarding Keyboarding Course, Lesson 1-25 with Keyboarding Pro 6: College
Keyboarding Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, main text
(P.S. Keyboarding) Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles
And Word Scrambles (Word Games, Brain Games, Word Search, Word Search Games, Word ...
Scramble, Word Scrabble, Unscramble Word) Microsoft Office Word 2010 Manual to accompany
Gregg College Keyboarding & Document Processing, 11th Edition Gregg College Keyboarding &
Document Processing Kit 1: Lessons 1-60 With Word 2010 Manual Microsoft Office Productivity
Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Keyboarding Course, Lessons
1-25: College Keyboarding, Spiral bound An Introduction to Word Processing: Using Microsoft Word
2000 or Microsoft Office 2000 Gregg College Keyboarding & Document Processing, Kit 1, Lessons
1-60: with Word 2007 Manual, 11th Edition From IT Pro to Cloud Pro Microsoft Office 365 and
SharePoint Online (IT Best Practices - Microsoft Press) Gregg College keyboarding & Document
Processing, 11th edition (Lesson 1- 120) Essentials of College Physics (with CengageNOW
2-Semester and Personal Tutor Printed Access Card) (Available 2010 Titles Enhanced Web Assign)
Gregg College Keyboarding & Document Processing: Lessons 1-60 Gregg College Keyboarding &
Document Processing (GDP); Lessons 1-60, main text Gregg College Keyboarding & Document
Processing (GDP); Lessons 1-20 text Keyboarding and Word Processing Essentials, Lessons 1-55,
Spiral bound Version Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 ,
Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using
Full Course

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)