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# 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

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## 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

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