



Keyboarding & Word Processing, Lessons 1-60 (College Keyboarding)

Susie H. VanHuss, Connie M. Forde, Donna L. Woo, Linda Hefferin

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Focus on the keyboarding and formatting skills most important for career success! KEYBOARDING AND WORD PROCESSING 17E, LESSONS 1-60, uses proven techniques to guide users from the basics of new-key learning to business documents using the commands of Microsoft Word 2007. Lessons are clearly focuses on needs with skill building, communication skills, proofreading activities, and document formatting. Lessons 1-25 concentrate on developing keyboarding skill by learning the alphabetic keyboarding, top-row numbers, symbols, and the numeric keypad. Lessons 26-60 teach the basics of document and word processing formats including block and modified block letters, memos, e-mails, tables, review and edit documents, and graphics and newsletters.

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