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



Synopsis

The Eighteenth Edition of KEYBOARDING AND WORD PROCESSING COMPLETE COURSE, LESSONS 1-120 uses proven techniques to help readers master the keyboarding and word processing skills they need for career success--from initial new-key learning to expertise in creating business documents with Microsoft Word 2010. South-Western College Keyboarding offers a proven, time-tested approach that helps readers 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 readers quickly acquire and apply new skills. This proven, comprehensive book provides everything readers need within a space-saving easel-back format.

Book Information

Series: Available Titles Keyboarding Pro Deluxe

Spiral-bound: 672 pages

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Product Dimensions: 11 x 8.4 x 1.7 inches

Shipping Weight: 3.8 pounds (View shipping rates and policies)

Average Customer Review: 4.4 out of 5 stars [See all reviews](#) (23 customer reviews)

Best Sellers Rank: #317,341 in Books (See Top 100 in Books) #59 in [Books > Business & Money > Processes & Infrastructure > Office Automation](#) #82 in [Books > Computers & Technology > Software > Microsoft > Microsoft Word](#) #232 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#)

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.

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.....

The book was in moderately worn condition when I got it, probably because it was not packaged properly (it was halfway unwrapped due to being in an envelope that barely fit it while being shipped). Over all it is exactly what I needed for school - but it did not come with the disk.

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!

5 Stars, perfect book, excellent customer service, book was deliver in good timing, I needed it for my class and book was priced perfect and affordable,

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.

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.

It took like 2 weeks before i got it but when i did get it i was happy and was able to use it for school extremely great!!

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main text Gregg College Keyboarding & Document Processing Kit 1: Lessons 1-60 With Word 2010 Manual Microsoft Office 2010: Illustrated Fundamentals (Available Titles Skills Assessment Manager (SAM) - Office 2010) Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral bound Keyboarding Course, Lessons 1-25: College Keyboarding Microsoft Office Word 2016 Manual for Gregg College Keyboarding & Document Processing (GDP) Functions and Change: A Modeling Approach to College Algebra (Available 2010 Titles Enhanced Web Assign) Microsoft Visual Basic 2008: Comprehensive Concepts and Techniques (Available Titles Skills Assessment Manager (SAM) - Office 2010) Beginning SharePoint 2010 Administration: Microsoft SharePoint Foundation 2010 and Microsoft SharePoint Server 2010 Gregg College Keyboarding & Document Processing (GDP); Lessons 61-120 text Keyboarding Course, Lesson 1-25 [With CDROM] (College Keyboarding) Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Gregg College Keyboarding & Document Processing: Lessons 1-60

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