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Keyboarding And Word Processing Essentials, Lessons 1-55: Microsoft Word 2010 (Available Titles Keyboarding Pro Deluxe)



Synopsis

The Eighteenth Edition of KEYBOARDING AND WORD PROCESSING ESSENTIALS, LESSONS 1-55 uses proven techniques to help readers master the keyboarding and formatting skills they need for career success--from initial new-key learning to expertise in formatting 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 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 one-book solution includes 55 lessons, documents, and instructions for using keyboarding software (sold separately) within a space-saving easel-back format.

Book Information

Series: Available Titles Keyboarding Pro Deluxe

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Average Customer Review: 4.5 out of 5 stars Â Â See all reviews Â (55 customer reviews)

Best Sellers Rank: #374,047 in Books (See Top 100 in Books) #79 in Â Books > Business & Money > Processes & Infrastructure > Office Automation #101 in Â Books > Computers & Technology > Software > Microsoft > Microsoft Word #1078 in Â Books > Education & Teaching > Studying & Workbooks > Workbooks

Customer Reviews

I bought 2 copies of this book. One for me and one for a neighbor's child who has not yet had a Keyboarding or Word Processing Class, but has to turn in assignments based on a Word program at his middle school. I find it easy to follow and looked over my copy. I believe he will find it an easy resource to follow and will give him a heads up to a computer class that has yet to be offered to him in his school.

Great book for beginning to intermediate keyboarders that will help not only with typing skills but also MS Word. Very methodical system with step-by-step guidance. Use in conjunction with the available software to master skills. Great for educators and students alike!

bought this as an ebook for a typing class I took at school which was taught by the author donna woo. she was cool. I also actually liked the program it was nice. would recommend the program for people looking to sharpen their typing skills.

I honestly do not read the book. I simply go to my assignment and work it. Every drill in the book has easy to follow instructions, and any questions you have can be answered by the book. The only problem I've had with this product: some drills/assignments don't clearly state which file you need to open to complete the task. My teacher was able to answer this question but around 36-d1 I ran into problems such as this.

i really liked using this book for my typing course, it was easy to follow and there was nothing hard about the way it was set up. The only confusing part is the way the pages are front and back so when going to look through a Module to find a specific vocabulary word was a little difficult.

The exercises in the book are easy to read and understand. The timed writings are a big help with the keys I have the most trouble with. I am sure this will help me from making repetitive mistakes. Even though there websites for practice, I like the fact that I can actually practice hands- on from the actual book.

The essentials are intact, but the book was missing the cover. I think that should have been part of the description. I'm sure I will be unable to sell it back in that condition. However, it arrived on time and I am generally happy with the book. Perhaps it should have been a little lower in price with a missing cover and the rough shape it is in generally.

You might find my other ranting in the companion book/software you need to purchase to be able to fully use this book. What do I mean by this?Almost each chapter is reliant on the other book to measure your progress, to do exercises, and other related activities. That's right; instead of bulking it all in one item (I wouldn't mind paying a little more for the book) I would at least like to know that either the book or the software do not function without the other.The book itself is easy to

understand when it comes to following the activities' instructions except for how to actually access each activity.

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