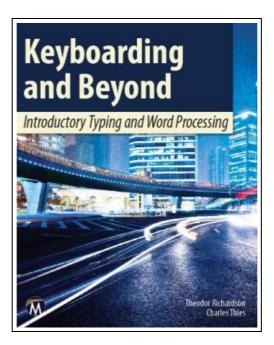
Keyboarding and Beyond: Introductory Typing and Word Processing (Mixed media product)



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Reviews

This pdf is indeed gripping and interesting. It is definitely simplistic but shocks within the 50 percent of your book. Once you begin to read the book, it is extremely difficult to leave it before concluding. (Michael Spinka)

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Mercury Learning Information, United States, 2012. Mixed media product. Condition: New. New.. Language: English . Brand New Book. This text explores the concepts of introductory keyboarding and word processing in the computing environment. Covering both the Windows and Mac OS, the strategy for this text is to introduce proper typing positioning through the key addition method. The book includes drill lessons to support each chapter and companion software to track speed and accuracy of typing. Web browser-based software enables access to practice drills and tutorials. Completing the text will provide the student with skills in typing on the full computer keyboard as well as an understanding of common software applications including word processing and data entry. This title contains visual instructions for proper keyboard hand positions and key additions. It shows complete details on how to enter text in word processing and spreadsheet applications (on both Windows and Macintosh operating system platforms). It includes hands-on activities and guided instruction that allow you to practice as you learn and demonstrate mastery of keyboarding. It provides companion DVD with Web browser-based software to enable easy access to practice drills and tutorials.

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