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Reviews

Undoubtedly, this is the greatest job by any author. It is actually filled with wisdom and knowledge I am quickly could get a pleasure of reading a written book.

(Kade Ankunding)

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Cengage Learning, Inc, United States, 2009. Other digital. Book Condition: New. 2nd. 190 x 135 mm. Language: English . Brand New Book. MicroType 5 with CheckPro is a combination software program for keyboarding instruction and document checking. MicroType 5 includes touch-typing instruction for alphabetic and numeric keyboarding and the numeric keypad, skill-building activities, games, motivating graphics, and a word processor with built-in timer. MicroType teaches correct finger placement and helps students build basic keyboarding skills, then develop speed and accuracy. CheckPro is a document-checking application specific to the Century 21 Jr. 2e textbook. When students type documents from the text, CheckPro checks keystrokes and formatting in Microsoft Word 2007, keystrokes and formulas in Excel 2007, and completion of PowerPoint 2007 documents. Both MicroType 5 and CheckPro include instructor utilities that enable teachers to indicate preferences for the way the programs will work with their classes. In addition, the programs can generate detailed lesson, timed-writing, and summary reports to track students progress.

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