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Keyboarding and Word Processing Essentials, Lessons 1-55, Spiral bound Version Susie H. Vanhuss, Connie M. Forde, Donna L. Woo, Vicki Robertson, 2013-07-08 Prepare for academic and workplace success with KEYBOARDING AND WORD PROCESSING ESSENTIALS LESSONS 1 55 Microsoft Word 2013 19th Edition This market leading text provides the tools you need to develop expertise in keyboarding document formatting and essential word processing skills using Microsoft Word 2013 Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2010* Susie H. VanHuss, Connie M. Forde, Donna L. Woo, 2010-10-01 Help your students master the keyboarding and formatting skills most important for career success The Eighteenth Edition of KEYBOARDING AND WORD PROCESSING ESSENTIALS LESSONS 1 55 uses proven techniques to guide students from initial new key learning to confident expertise in formatting business documents with Microsoft Word 2010 South Western College Keyboarding offers a time tested pedagogy that helps students 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 students quickly acquire and apply new skills Based on customer feedback this semester based text includes 55 lessons in a one book solution that includes both documents and instructions for using keyboarding software sold separately within a space saving easel back format Lessons 1 25 concentrate on building fundamental keyboarding skills by mastering the alphabetic keyboard top row numbers and symbols Lessons 26 55 teach the basics of document formats and word processing including block and modified block letters memos tables and graphics A separate second semester text is available with Lessons 56 110 and a single volume complete course text includes both semesters plus a set of supplemental lessons related to Microsoft Office Specialist certification Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Keyboarding and Word Processing Essentials Lessons 1-55: Microsoft Word 2016, Spiral bound Version* Susie H. Vanhuss, Connie M. Forde, Donna L. Woo, Vicki Robertson, 2016-06-13 Get ready for academic and workplace success This robust learning package integrates keyboarding essential word processing document formatting basics and communication skills within a single text along with a strong emphasis on honing skills by competing projects in a realistic office environment Using Microsoft Word 2016 you will format memos letters tables and reports work with graphics and practice real time co authoring on OneDrive The text includes six modular projects and one comprehensive project to help you apply what you learn and prepare you to be productive immediately when beginning your professional career Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *College Keyboarding* Susie H. VanHuss, Connie M. Forde, Joanne Hill, Harpreet Kochhar, Michelle Rivers, Donna L. Woo, 2011-04-18 The College Keyboarding

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