Gregg College Keyboarding and Document Processing (GDP), Lessons 1-20, Home Version

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,1998 *Gregg College Keyboarding and Document Processing (GDP), Lessons 121-180, Student Text* Scot Ober,Jack E. Johnson,Arlene Zimmerly,2001-08 After a brief review of basic document processing techniques Gregg College Keyboarding and Document Processing 9e Lessons 121 180 by Ober et al places the student in an actual office in various industries for example hospitality electronics government legal and medical where students not only have to process documents but also exhibit other necessary office skills such as prioritizing work simulated transcribing of dictation documents that contain no capitalization or punctuation incomplete directions and composing correspondence Students who complete this course will be office tested and ready to succeed on the job Skillbuilding is stressed in every unit *Gregg College Keyboarding & Document Processing (GDP), Lessons 1-60 text* Scot Ober,Arlene Zimmerly,Jack Johnson,2005-01-18 Step by step instructions for using all Word 2000 World 2002 and Word 2003 features E mail presentations international formatting rules and critical thinking skills reflect changing technology and workplace needs Misstroke Analysis and Prescriptive MAP software diagnoses the user s skills and provides personalized prescriptions for skill building Real world content connections Career Tips and Internet Tips enhance the learning environment Gregg College Keyboarding and Document Processing (GDP), Lessons 1-20, Home Version Scot Ober,2001-08

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