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# COLLEGE KEYBOARDING

Advanced Word Processing



**Lessons 56-110**

*Microsoft Word® 2013*

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# Keyboarding Pro Deluxe For Lessons 56 110 19th Edition

**Victor M. Corman**



## **Keyboarding Pro Deluxe For Lessons 56 110 19th Edition:**

*Keyboarding Pro Deluxe Online Lessons 56-110 6-Month Printed Access Card* Susie H. VanHuss, Connie M. Forde, Donna L. Woo, Vicki Robertson, 2013-08-09      **Advanced Word Processing, Lessons 56-110: Microsoft Word** Susie H. VanHuss, Connie M. Forde, Donna L. Woo, Vicki Robertson, 2013-07-22 Master the advanced word processing skills most important for academic and career success ADVANCED WORD PROCESSING LESSONS 56 110 19th Edition uses Microsoft Word 2013 and builds on the skills learned in Lessons 1 55 The lessons cover business correspondence tables reports document design mail merge advanced graphics meeting travel news documents legal documents medical documents and human resources employment documents When coupled with web based Keyboarding Pro DELUXE Online KPDO software you can work independently at home or at school with this easy to use integrated system 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, Harpreet Kochhar, Michelle Rivers, 2014-03-07 College Keyboarding Nineteenth Canadian Edition Lessons 56 110 Microsoft Word 2013 combines formatting with productivity tools that meets the needs of students seeking expertise with Microsoft Word 2013 Lessons 56 110 covers business correspondence tables reports document design mail merge advanced graphics meeting documents and collaboration legal and medical documents and employment documents Each lesson is clearly focused well structured and uses proven techniques to guide students through step by step training and reinforcement to help students quickly develop advanced skills The integrated textbook and software solution provide ample opportunity for practice skill building and remediation through well designed lessons and practice exercises Now available exclusively online Keyboarding Pro DELUXE Online is a robust easy to use platform that provides students with additional practice to build their keyboarding skills      **Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding** Susie H. VanHuss, Connie M. Forde, Donna L. Woo, 2010-11-30 Help your students master the keyboarding and word processing skills they need for career success The Eighteenth Edition of KEYBOARDING AND WORD PROCESSING COMPLETE COURSE LESSONS 1 120 uses proven techniques to guide students from initial new key learning to expertise in creating 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 proofreading 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 the complete course is divided into two semesters with 55 lessons each plus a set of supplemental lessons to complete the Microsoft Office Specialist certification This comprehensive text combines all of the lessons and learning tools you will need for your course within a space saving easel back format Lessons 1 25 concentrate on building fundamental keyboarding skills by mastering

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