

College Keyboarding



Lessons 1-25

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Keyboarding Course Lessons 1 25 College Keyboarding

**Susie H VanHuss, Connie M.
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row numbers symbols and the numeric keypad South Western College Keyboarding offers a proven time tested approach that enables readers to develop a strong foundation in basic keyboarding Each lesson is clearly focused well structured and designed to provide step by step training and reinforcement to allow readers to quickly build their skills and confidence

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includes Articles about various topics in teaching keyboarding and word processing Teaching Tips for each of the modules including a list of the MOUS competencies taught and applied terminology objectives and a list of the data files and where they are used Solutions to drills applications Communication activities and CheckPoints and Solutions to the Objective and Performance Tests Bundle: Keyboarding Course Lessons 1-25 + Keyboarding in Sam 365 & 2016 with Mindtap Reader, 25 Lessons, 2 Terms (12 Months), Printed Access Card Susie Vanhuss,Connie Forde,Donna Woo,Vicki Robertson,2016-07-07

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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 the alphabetic keyboard top row numbers symbols and the numeric keypad Lessons 26 55 teach the basics of document formats and word processing including block and modified block letters memos tables and graphics Lessons 56 110 cover document design mail merge advanced graphics meeting documents and collaboration legal and medical documents and employment documents The final 10 lessons include material to help students pursue 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 Course* Susie H. VanHuss,Connie M. Forde,Donna L. Woo,2008-11 Introduce students to the keyboarding with COLLEGE KEYBOARDING 17E KEYBOARDING COURSE LESSONS 1 25 This brief text emphasizes new key learning and skill building while teaching the alphabetic keys numeric keys symbols as well as the numeric keypad Combined with the fun and engaging Keyboarding Pro 5 this package builds a strong keyboarding foundation

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