



Keyboarding & Word Processing Essentials

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LESSONS 1-95

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Keyboarding and Word Processing Essentials + Advanced Word Processing , College Keyboarding Susie H. VanHuss, Connie M. Forde, Joanne Hill, Harpreet Kochhar, Michelle Rivers, Donna L. Woo, 2011-04-18 The College Keyboarding series features a complete set of textbooks and software to support all courses making it easy to choose compatible components for every course structure and schedule and across the entire keyboarding and word processing curriculum Correct keyboarding skills are emphasized with pictures and standard highlighted directions making it easier for students to understand and acquire the fundamentals necessary for success Technique Tips provide useful hints to help students increase their keying proficiency and continue to improve their basic keyboarding skills Communication activities provide extra practice and reinforce language arts skills such as proofreading capitalization and composition Supplemental drills and timed writings give students extra practice to strengthen important skills An extensive Style Guide provides convenient access to a range of model documents giving students realistic examples to use as templates and standards

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