



Keyboarding & Word Processing Essentials

Microsoft® Word 2010

VanHuss
Forde
Woo



LESSONS 1-95

18th Edition

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Forde,Donna Woo,2001-12-13 Advance students to the expert level of word processing Focusing on document mastery and advanced word processing functions with Word 2002 students will apply functions to business correspondence tables reports and administrative and employment documents Graphics and design enhancement functions are also included giving students the skills that they need to produce professional and appealing documents and business communications *Bndl:*

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Word Processing Susie H. VanHuss,Connie M. Forde,James S Duncan, MR,C. H. Duncan,Donna L. Woo,1997-08-26 The emphasis is learning to key by touch the alphabetic and number keys top row symbols and numeric keypad included The all in one Windows keyboarding instructional software Keyboarding Pro correlates directly with these lessons ensuring that students develop a strong basic skill **Formatting & Document Processing Essentials** Susie H. VanHuss,Donna

Woo,2005 Formatting Document Processing Essentials Lessons 61 120 focuses on mastery of formatting letters memos reports and business documents using the function of Word 2002 or 2003 Additional skillbuilding is included to increase keyboarding speed and accuracy Word processing skills are isolated and introduced prior to document formatting lessons while proofreading skills are reinforced within the documents The document formatting lessons are devoted solely to documents and teach no additional word processing so users can focus on formatting mastery *College Keyboarding* Susie

H. VanHuss,2006 No matter what career aspirations today s students hold keyboarding and computer skills are the essential first steps to success Nelson has continued to redefine and improve the essential elements needed to launch students to the top of the workforce We are proud to introduce you to College Keyboarding 16th Canadian Edition the latest in keyboarding and computer applications Formatted for the newly released Microsoft Word 2003 our texts and software options will fulfill the needs of students and instructors alike Combining introductory keyboarding lessons and skillbuilding with basic formatting skill using Word 2003 this text develops speed and accuracy while teaching the basics of document and word processing Formats include block and modified block letters standard memos simple reports references title pages tables and newsletters Perfect for an introductory word processing course this text also includes capstone projects that reinforce lesson concepts

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