

Central Georgia Technical College





Gregg College Keyboarding Document Processing 11e

Jack E. Johnson, Dr., Scot Ober, Arlene Zimmerly, MA

Gregg College Keyboarding Document Processing 11e:

Tests and Solutions Manual Gregg College Keyboarding & Document Processing, 11e Scot Ober, Jack E. Johnson, Arlene Grega College Keyboarding & Document Processing (GDP), Lessons 1-60, Student Text Scot Ober, 2001-07-05 The ninth edition of this industry leader provides a highly flexible format on CD ROM and 3 5 disks that will work with your current computer setup New content reflecting changing technology and workplace needs is presented in four color side spiral bound texts Multiple software enhancements and a flexible Web Based Instructor Management Web site support the program s strong content The software textbook and manuals are integrated to provide students with a total learning experience Instructors will appreciate the flexibility of using a program that can be successfully implemented in a variety of classroom environments **Instructor Wraparound Edition Gregg College Keyboarding & Document Processing, 11e** Scot Ober,2011 Gregg College Keyboarding & Document Processing (GDP); Lessons 1-20 text Arlene Zimmerly, MA, Jack E. Johnson, Dr., Scot Ober, 2010-04-02 Gregg College Keyboarding and Document Processing GDP 11e by Ober Johnson and Zimmerly Your complete learning teaching system Your guide to success GDP 11 is an integrated keyboarding system that cohesively lead students through each lesson to provide an easy path to success As a solid product for over 50 years this version of the GDP software has grown into an online functionality. The same program is now web based with seamless updates to provide greater accessibility for use at home in class and in labs perfect for distance learning Strong enhancements to the book while maintaining key elements support the cohesive program s strong content Skillbuilding is reinforced with MAP Misstroke Analysis and Prescription MAP is an individualized diagnostic tool that is built into the software to help identify student s strengths and weaknesses while providing prescriptive drills to help them practice where they need it most Also MAP now has new unlimited drill lines that begin at Lesson 1 GDP 11 automatically scores for keyboarding errors As a result instructors will appreciate the customization of course management tools in GDP 11 including the new GPS Grade Posting System which allows complete flexibility in setting up grades GDP 11 your complete learning teaching system Your guide to success **Instructor Wraparound Edition Gregg College Keyboarding & Document Processing, 11e** Scot Ober,2011 Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, Gregg College Keyboading & Document Processing (GDP); Lessons 61-120 text Jack E. main text Scot Ober,2010 Johnson, Dr., Scot Ober, Arlene Zimmerly, MA, 2010-04-02 Gregg College Keyboarding and Document Processing GDP 11e by Ober Johnson and Zimmerly Your complete learning teaching system Your guide to success GDP 11 is an integrated keyboarding system designed to process and score documents created in Microsoft Word Together the book and software systematically lead students through each lesson to provide an easy path to success As a solid product for over 50 years this version of the GDP software has grown into an online functionality The same program is now web based with seamless updates to provide greater accessibility for use at home in class and in labs perfect for distance learning Strong

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