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Keyboarding And Word Processing, Complete Course, Lessons 1-110: Microsoft Word 2013: College Keyboarding



Synopsis

Get ready for academic and workplace success with KEYBOARDING AND WORD PROCESSING, COMPLETE COURSE, LESSONS 1-110, MICROSOFT 2013, 19th Edition. This market-leading text provides the tools you need to develop expertise in keyboarding, document formatting, and word processing skills using Microsoft Word 2013. To build proficiency in these critical job-ready skills, lessons are structured for maximum efficiency in learning and to encourage productivity. When coupled with Keyboarding Pro DELUXE Online (KPDO) web-based software you can work independently at home or at school with this easy-to-use integrated system.

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Customer Reviews

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Illustrations, photos, and tips reinforce correct techniques and encourage good habits. Drills and timed writings provide extra practice to strengthen and refine skills. QuickCheck provides a visual thumbnail solution to help you know if you are on track, and Trouble Shooting tips offer advice on overcoming problems. Composition activities in each module reinforce workplace communication skills and prepare you for academic and job success.

Dr. Susie H. VanHuss received her B.S. degree from the University of Southwestern Louisiana and her MBA and Ph.D. degrees from Indiana University. Her teaching specialties include business

communications, administrative systems, and personnel management. Her work, includes textbooks in communications, keyboarding and word processing, and office technology. She has written numerous journal articles and has served on the editorial review boards of several leading business education journals. Dr. Connie M. Forde is a full professor and head of the Department of Instructional Systems and Workforce Development at Mississippi State University, where she leads undergraduate programs in information technology services, business technology teacher education, and industrial technology, as well as graduate programs in instructional technology. Dr. Forde also continues to advise doctoral students on their dissertation research. Prior to her tenure at Mississippi State University, she was a business teacher at both the community college and secondary levels. She earned her B.S. and M.Ed. degrees in business education from the University of Southern Mississippi and her Ph.D. in higher education from the University of Mississippi. Dr. Forde serves as coauthor of the COLLEGE KEYBOARDING series and a variety of word processing and integrated applications textbooks and simulations. She is a recognized contributor to the professional literature and a speaker at state, regional, and national conferences. Additionally, she has served as president of the National Business Education Association, Southern Business Education Association, and National Council of Pi Omega Pi, and chair of the Foundation for the Future of Business Education. Donna L. Woo is an instructor and department coordinator for Information Systems/Office Automation at Cypress College and associate director of education at Pacific College. She received her B.A. and M.A. degrees in business education from Michigan State University and earned her Ed.D. from Nova University. Her industry experience includes work for both IBM and General Motors. A respected author, Dr. Woo has written several word processing textbooks and has served as a coauthor on several editions of South-Western COLLEGE KEYBOARDING textbooks. Vicki Robertson received her M.S. and B.S. degrees in education from the University of Memphis. She currently teaches at the University of Memphis and online for Southwest Community College. She is a member of the National Business Education Association and Southern Business Education Association, and she has served on the executive board for the Tennessee Business Education Association.

I really enjoyed taking this course, and my keyboarding skills really did improve. However, the software included with this system was pretty buggy. I had to reinstall it nearly every time I logged in. I tried talking to their customer support personnel a few times, but they didn't know anymore about solving the problem that I did. I just dealt with uninstalling/reinstalling every day just so could get through the course. If they work the bugs out of their programs, this would be an excellent typing

course.

It was a good buy, but had to send it back because it did not have the software with it, and the product code. But if you just want it to learn how to type without the extras, get it.

Is good

Not a big fan of this book. Not as detailed as I think it should have been.

Excelente

Good

good

Love this book.

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