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# Keyboarding And Word Processing Essentials, Lessons 1-55: Microsoft Word 2010 (Available Titles Keyboarding Pro Deluxe)



## Synopsis

The Eighteenth Edition of KEYBOARDING AND WORD PROCESSING ESSENTIALS, LESSONS 1-55 uses proven techniques to help readers master the keyboarding and formatting skills they need for career success--from initial new-key learning to expertise in formatting business documents with Microsoft Word 2010. South-Western College Keyboarding offers a proven, time-tested approach that helps readers develop a strong foundation in basic keyboarding, steadily improve their skills, and rapidly become proficient in document formatting and business communication. Each lesson is clearly focused, well structured, and designed to provide step-by-step training and reinforcement to help readers quickly acquire and apply new skills. This one-book solution includes 55 lessons, documents, and instructions for using keyboarding software (sold separately) within a space-saving easel-back format.

## Book Information

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## Customer Reviews

"I am very satisfied with the proposed new text. The scope and sequence of lessons are appropriate and logical. The additional software is a plus. The WebReporting is very valuable." - Martha Harpole, Hinds Community College

"I really love the books. They are easy to read, easy to teach from. Course content can be increased or decreased depending on student ability."- Kay Holcomb, Eastern New Mexico University-Roswell

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 professor in the Department of Instructional Systems and Workforce Development at Mississippi State University. She serves as curriculum coordinator and advises masters and doctoral students in the instructional technology programs. Dr. Forde is also the faculty advisor of Pi Omega Pi, the honorary society for business teacher education. She is an author on numerous word processing and integrated computer applications simulations as well. Donna L. Woo is an Instructor and Department Coordinator for Information Systems/Office Automation for Cypress College and Associate Director of Education at Pacific College. She received her B.A. and M.A. 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.

I bought this for a keyboarding class I took at school. The book was in kind of rough shape, but it did it's job fine. It was an online class and the computer lab had the software. It worked fine and I finished the class in only a couple of weeks with an A. I gave the book to a coworker who is not a native english speaker and wanted to improve her keyboarding. She has not complained of any issues.

I bought 2 copies of this book. One for me and one for a neighbor's child who has not yet had a KeyBoarding or Word Processing Class, but has to turn in assignments based on a Word program at his middle school. I find it easy to follow and looked over my copy. I believe he will find it an easy resource to follow and will give him a heads up to a computer class that has yet to be offered to him in his school.

New book, it was delivered UPS and arrived exactly as ordered. I am very pleased with the price, merchandise and delivery. The site is easy to access, and easy to use. It is very convenient, better than using a regular bookstore.

Great book for beginning to intermediate keyboarders that will help not only with typing skills but also MS Word. Very methodical system with step-by-step guidance. Use in conjunction with the available software to master skills. Great for educators and students alike!

The exercises in the book are easy to read and understand. The timed writings are a big help with the keys I have the most trouble with. I am sure this will help me from making repetitive mistakes. Even though there websites for practice, I like the fact that I can actually practice hands- on from the actual book.

I honestly do not read the book. I simply go to my assignment and work it. Every drill in the book has easy to follow instructions, and any questions you have can be answered by the book. The only problem I've had with this product: some drills/assignments don't clearly state which file you need to open to complete the task. My teacher was able to answer this question but around 36-d1 I ran into problems such as this.

i really liked using this book for my typing course, it was easy to follow and there was nothing hard about the way it was set up. The only confusing part is the way the pages are front and back so when going to look through a Module to find a specific vocabulary word was a little difficult.

The essentials are intact, but the book was missing the cover. I think that should have been part of the description. I'm sure I will be unable to sell it back in that condition. However, it arrived on time and I am generally happy with the book. Perhaps it should have been a little lower in price with a missing cover and the rough shape it is in generally.

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