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GREGG

College Keyboarding & Document Processing

9th Edition
Lessons 1–120

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2000/2002/2003

Ober
Johnson
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**Additional Student
Materials Required:**

- Textbook
- Word Processing Manual

College Keyboarding Documentation Procedures

Window Software

Scot Ober



College Keyboarding Documentation Procedures Window Software:

College Keyboarding Documentation Procedures, Window Software Gregg Staff,1996 **Southwestern College**
Keyboarding for Windows Document Processing with Microsoft Word 6.0 and WordPerfect 6.0 Charles H. Duncan,Susie H. VanHuss,S. Elvon Warner,Connie Forde,Donna L. Woo,1995 College Keyboarding Document Production Course consists of Lessons 121 180 divided into two levels The Training Manual located at the end of the textbook is a handy reference for reviewing as well as learning new functions All of the functions learned in the Windows Introductory course and Formatting course are applied and new functions are introduced Keyboarding word processing advanced course in both quarter and semester programs found in business and information systems departments at both two and four year schools
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