

Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2010

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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, Lessons 1-55. Keyboarding & Word Processing Essentials. Microsoft® Word 2013. + Susie H. VanHuss, Ph.D., Distinguished Professor Emeritus, University of South Carolina + Connie M. Forde, Ph.D., Mississippi State University + Donna L. Woo, Cypress College, California + Vicki Robertson, Southwest Tennessee Community College. Australia • Brazil • Japan • Korea • Mexico • Singapore • Spain • United Kingdom • United States. The lessons are updated with an abundance of new documents and Word 2013 essentials additional practice on Microsoft Word 2013. Lesson 26 Getting Started with Word LEARNING OUTCOMES Productivity tools are applied from the start: Styles, Table Styles, Lesson 27 Themes, and more. In this respect Word is no different from other word processing programs. Since the computer has become a common household and workplace item the typewriter has almost disappeared. Some people might have kept their typewriter, but that is mostly for sentimental reasons. Figure 3: Word and its Screen Elements.