

# Keyboarding & Formatting Essentials, Complete Course, Lessons 1-120; 2007; 9780538729802; Cengage Learning, 2007; 592 pages; Susie VanHuss, Connie Forde, Donna Woo, Laura Hefferin

Keyboarding & Formatting Essentials, Lessons 1-60 Publisher: Cengage Learning; 2 edition | 2007 | ISBN: 0538729767 | 304 pages | PDF | 15,4 MB KEYBOARDING & FORMATTING ESSENTIALS, LESSONS 1-60 teaches new-key learning and basic document formatting using the functions of Microsoft Word 2007! Lessons 1-25 concentrate on developing keyboarding skill by learning the alphabetic keyboard, top-row numbers, symbols, and the numeric keypad. <http://nitroflare.com/view/27708F488A90732/Sanet.me0538729767.pdf> <http://rapidgator.net/file/b00f15a4d64e1bb7d5dc64a4014829/Sanet.me0538729767.pdf.html>. All Applications Music Movies TV Books Games Graphics Other Video Courses. This Complete Course also includes Lessons 61-120, which focuses on mastery of formatting letters, memos, reports, and business documents using the function of Word 2002 or 2003! Additional skillbuilding is included to increase keyboarding speed and accuracy. Word processing skills are isolated and introduced prior to document formatting lessons, while proofreading skills are reinforced within the documents. Be the first to ask a question about Keyboarding & Formatting Essentials, Complete Course, Lessons 1-120. Lists with This Book. This book is not yet featured on Listopia. Add this book to your favorite list ». Community Reviews. Showing 1-2. Average rating 0.00 . Rating details. Bundle: Keyboarding & Formatting Essentials, Complete Course, Lessons 1-120, 2nd + Keyboarding & Formatting Essentials, Complete Course CD-ROM, + Keyboarding Pro 5, Version 5.0.4 CD-ROM 2nd Edition. by Susie VanHuss (Author), Connie Forde (Author), Donna Woo (Author), Laura Hefferin (Author) & 1 more. ISBN-13: 978-1439030790. ISBN-10: 1439030790. This bar-code number lets you verify that you're getting exactly the right version or edition of a book. The 13-digit and 10-digit formats both work. Scan an ISBN with your phone Use the Amazon App to scan ISBNs and compare prices. Have one to sell? Sell on Amazon. Share.