

By Scot Ober Gregg College Keyboarding Document Processing 11e Gdp11 With Microsoft Word 2013 Manual Kit 1 11th Edition

Gregg College Keyboarding and Document Processing (GDP), Word 2007 Update, 10e by Ober, Johnson, and Zimmerly provides a highly flexible, complete learning system. Building from a strong foundation, this version of GDP focuses on adding flexibility for the instructor, along with updating the program to be compatible with the new Microsoft Word 2007 software. Multiple software enhancements and flexible Instructor Management, both LAN and Web-based, support the program's strong content. Instructors will appreciate the flexibility of Instructor Management that can be successfully implemented in a variety of classroom environments and that can be accessed from any Internet-connected computer—regardless of where the program was installed.

Gregg College Keyboarding and Document Processing, 9e by Ober et al is an industry leader that provides a highly flexible format on CD-ROM that will work with your current computer setup. New content reflecting changing technology and workplace needs is presented in four-color, side-spiral bound texts. Multiple software enhancements and a flexible Web-Based Instructor Management Web site support the program's strong content. The software, textbook, and manuals are integrated to provide students with a total learning experience. Instructors will appreciate the flexibility of using a program that can be successfully implemented in a variety of classroom environments.

Gregg College Keyboarding and Document Processing (GDP), 11e by Ober, Johnson, and Zimmerly: Your complete learning/teaching system. Your guide to success. GDP/11 is an integrated keyboarding system designed to process and score documents created in Microsoft Word. Together, the book and software systematically lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software has grown into an online functionality. The same program is now web-based with seamless updates to provide greater accessibility for use at home, in class, and in labs - perfect for distance learning! Strong enhancements to the book while maintaining key elements including integrated language arts (starting at lesson 21) support the cohesive program's strong content. Skillbuilding is reinforced with MAP+ (Misstroke Analysis and Prescription). MAP+ is an individualized, diagnostic tool that is built into the software to help identify student's strengths and weaknesses while providing prescriptive drills to help them practice where they need it most. Also, MAP+ now has new, unlimited drill lines that begin at Lesson 1. Additionally, GDP/11 automatically scores for keyboarding errors and now formatting errors too! As a result, instructors will appreciate the customization of course management tools in GDP/11, including the new GPS (Grade Posting System) which allows complete flexibility in setting up grades. GDP/11 your complete learning/teaching system. Your guide to success. Learn basic keyboarding techniques and word processing functions. Increase your speed and accuracy on the keyboard and the 10-keypad.

Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, main text McGraw-Hill Education

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ROM that will work with your current computer setup. New content reflecting changing technology and workplace needs is presented in four-color, side-spiral bound texts. Multiple software enhancements and a flexible Web-Based Instructor Management Web site support the program's strong content. The software, textbook, and manuals are integrated to provide students with a total learning experience. Instructors will appreciate the flexibility of using a program that can be successfully implemented in a variety of classroom environments. This textbook presents an introduction to keyboarding. Keyboarding is the process of inputting data or text using a computer keyboard. Operating the keyboard by touch is an essential skill for many careers and a necessary skill useful for just about everyone. The intent of this text is to develop touch control of the keyboard and proper typing techniques, to build basic speed and accuracy, and to provide practice in applying those basic skills to the formatting of reports, letters, memos, tables, and other kinds of personal and business communications.

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