

College Keyboarding



Lessons 1-55

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College Keyboarding

**Scot Ober, Jack E. Johnson, Arlene
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of keyboarding and word processing instruction All 120 lessons are in one convenient text so students can advance from beginner to expert user without having to change texts *GREGG COLLEGE KEYBOARDING AND DOCUMENT PROCESSING*. Scot; Johnson Ober (Jack E.; Zimmerly, Arlene),2011 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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