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Susie H. VanHuss, Connie M. Forde, James S Duncan, MR, C. H. Duncan, Donna L. Woo

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Keyboarding & Formatting Essentials, Lessons 1-60 Susie VanHuss, Connie Forde, Donna Woo, 2007-06-28 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 Lessons 26 60 extend basic skills and teach the basics of document and word processing formats including block and modified block letters memos e mails simple reports references title pages tables and newsletters. This text is ideal for keyboarding programs that cover traditional skills and are devoted to teaching proper formatting techniques Important Notice Media content referenced within the product description or the product text may not be available in the ebook version Keyboarding and Formatting Essentials, Lessons 1-60 Susie H. VanHuss, Connie Forde, Donna Woo, 2004 Master basic document formatting and keyboarding with KEYBOARDING AND FORMATTING ESSENTIALS LESSONS 1 60 This easy to use keyboarding text teaches you the alphabetic keyboard document formatting and word processing skills using MS Word 2002 or Word 2003 Improve your proofreading skills as you go and use the skillbuilders to enhance your keyboard mastery Keyboarding and formatting essentials Susie H. VanHuss, 2008 *Keyboarding and Formatting Essentials* Susie H. VanHuss, 2008 Im-Kybrdng/Format Essent Forde, Woo, Van Huss, 2004-03 Instructor's Manual provides training and software tips and printed solutions for each document and test Im,Format/Doc Process Essent FORDE,WOO,VANHUSS,2004-05 Keyboarding & Formatting Essentials, Microsoft Word 2003, Lessons 1-60, 2004 College Keyboarding: Microsoft Word 2000: Keyboarding and Formatting, **Lessons 1-60** Susie H. VanHuss.2000 Books In Print 2004-2005 Ed Bowker Staff, Staff Bowker, Ed, 2004 & Document Processing Essentials Susie H. VanHuss, Donna Woo, 2005 Formatting Document Processing Essentials Lessons 61 120 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 The document formatting lessons are devoted solely to documents and teach no additional word processing so users can focus on formatting Keyboarding Essentials Complete Course Connie Forde, Susie VanHuss, Donna Woo, 2004-08 Keyboarding mastery Formatting Essentials Complete Course consists of Lessons 1 60 which teaches new key learning and basic document formatting using the functions of Word 2002 or 2003 Lessons 1 25 are focused on teaching the alphabetic keyboard top row numbers and symbols of the keyboard and the numeric keyboard with the use of Keyboarding Pro Version 4 0 The remaining lessons will focus on traditional skillbuilding language arts and document formatting Word processing skills are isolated and introduced prior to document formatting lessons and proofreading skills are reinforced within the documents The document formatting lessons are devoted solely to documents and teach no additional word processing functions so users can focus on

proper formatting techniques 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 accurancy Word processing skills are isolated and introduced prior to document formatting lessons while proofreading skills are reinforced within the documents The document formatting lessons are devoted solely to documents and teach no additional word processing so users can focus on formatting mastery

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