

Ober Gregg College Keyboarding Manual

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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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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

resource added for the administrative professional program 101066 and office professional program 311061

the student manual is used with the generic keyboarding texts after lesson 20 individual student manuals teach specific word processing features specific to various versions of word or wordperfect as needed to complete document processing exercises

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