



# Keyboarding And Word Processing Essentials Lessons 1-55 Microsoft Word 2010

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**Summary :** Free keyboarding and word processing essentials lessons 1-55 microsoft word 2010 pdf download - help your students master the keyboarding and formatting skills most important for career success the eighteenth edition of keyboarding and word processing essentials lessons 1-55 uses proven techniques to guide students from initial new-key learning to confident expertise in formatting business documents with microsoft word 2010 south-western college keyboarding offers a time-tested pedagogy that helps students develop a strong foundation in basic keyboarding steadily improve their skills and rapidly become proficient in document formatting and business communication each lesson is clearly focused well structured and designed to provide step-by-step training and reinforcement to help students quickly acquire and apply new skills based on customer feedback this semester-based text includes 55 lessons in a one-book solution that includes both documents and instructions for using keyboarding software sold separately within a space-saving easel-back format lessons 1-25 concentrate on building fundamental keyboarding skills by mastering the alphabetic keyboard top-row numbers and symbols lessons 26-55 teach the basics of document formats and word processing including block and modified block letters memos tables and graphics a separate second-semester text is available with lessons 56-110 and a single-volume complete course text includes both semesters plus a set of supplemental lessons related to microsoft office specialist certification important notice media content referenced within the product description or the product text may not be available in the ebook version

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