


[DOWNLOAD](#)


An Abridged Typing and Computing Manual for Professional and Certificate Courses

By MR Issah Yakubu Wurishe

Createspace, United States, 2013. Paperback. Book Condition: New. abridged edition. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.This manual may be assessed by many to be a masterpiece, notwithstanding the fact that none is perfect. The target group for the manual are either those who undertaking short term courses such as typist, senior typist, stenographer, senior stenographer, and private secretary certificates organized by NVTI, NACVET, and Government and Private secretarial schools. It can also be used by typewriting and computer teachers in their lessons. More so for private and business development. Undoubtedly, it can be useful to other users such as working people who desire typing skills to use computers and portable typewriters. When you begin using the book, you gradually notice that, even though it is abridged, but is very comprehensive in helping you surmounting the challenges hindering your progress in working with the computer or typewriter. Chapter one identifies the various parts of the manual typewriter and explains the uses. The horizontal arrangement of the alphabetic and numeric keys are the same on a computer keyboard, except that the computer keyboard has additional functional and command keys. Chapter two introduces the person...



READ ONLINE
[5.89 MB]

Reviews

This pdf is wonderful. It is definitely simplified but excitement from the 50 percent in the ebook. You wont sense monotony at at any time of your time (that's what catalogues are for relating to should you request me).

-- **Jaqueline Kerluke**

I just started looking at this pdf. It can be rally fascinating throgh studying period of time. Its been printed in an extremely basic way and is particularly only following i finished reading through this publication where in fact altered me, change the way i really believe.

-- **Mr. Stephan McKenzie**