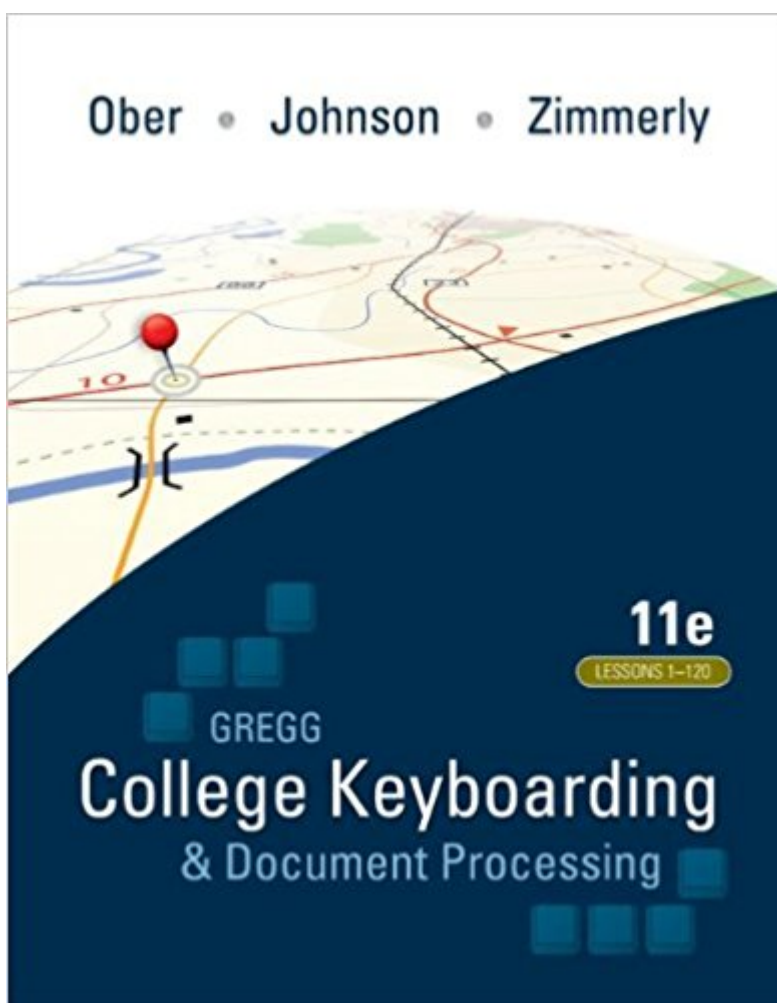


The book was found

Gregg College Keyboarding & Document Processing, 11th Edition (Lesson 1- 120)



Synopsis

Gregg College Keyboarding and Document Processing (GDP), 11e by Ober, Johnson, and Zimmerly: Your complete learning/teaching system. Your guide to success. GDP/11 is an integrated keyboarding system designed to process and score documents created in Microsoft Word. Together, the book and software systematically lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software has grown into an online functionality. The same program is now web-based with seamless updates to provide greater accessibility for use at home, in class, and in labs - perfect for distance learning! Strong enhancements to the book while maintaining key elements including integrated language arts (starting at lesson 21) support the cohesive program's strong content. Skillbuilding is reinforced with MAP+ (Misstroke Analysis and Prescription). MAP+ is an individualized, diagnostic tool that is built into the software to help identify student's strengths and weaknesses while providing prescriptive drills to help them practice where they need it most. Also, MAP+ now has new, unlimited drill lines that begin at Lesson 1. Additionally, GDP/11 automatically scores for keyboarding errors 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.

Book Information

Spiral-bound: 500 pages

Publisher: McGraw-Hill Education; 11 edition (May 18, 2010)

Language: English

ISBN-10: 0077356586

ISBN-13: 978-0077356583

Product Dimensions: 10 x 2.2 x 11.8 inches

Shipping Weight: 4.2 pounds

Average Customer Review: 4.0 out of 5 stars Â Â See all reviews Â (9 customer reviews)

Best Sellers Rank: #864,703 in Books (See Top 100 in Books) #74 in Â Books > Law > Law

Practice > Law Office Education #11680 in Â Books > Textbooks > Computer Science #33668 in Â Books > Computers & Technology

Customer Reviews

The kit was fine, except for the fact that I bought it used, thus was left without an access code and

the easel. Just double check what you're getting before you commit to the purchase.

It Was Just As I Expected !! Great Value For The Price .. I Paid Under \$20 I Believe It Was \$5 .. I Ordered The Same Book Thinking It Was Brand New For \$75 And Boy Was I Disappointed .. I Returned It To And Got This Book Along With The Microsoft Office Word Manual For \$5 And Purchased My Code On The Website.. BEST THING I COULD HAVE DONE !!

It was like new and I needed it for college. Just what I expected. It is a good college typing book.

the books are in excellent condition, but it did not come the easel like it had stated.

This book is for students who enroll in the class with instructor assigning access to online resources. Without online access this book is useless. No way to learn or practice keyboarding.

[Download to continue reading...](#)

Gregg College keyboarding & Document Processing, 11th edition (Lesson 1- 120) Keyboarding and Word Processing Essentials Lessons 1-55: Microsoft Word 2016, Spiral bound Version (College Keyboarding) ESL Lesson Plans: An ESL Teacher's Essential Guide to Lesson Planning, Including Samples and Ideas ~ (English As a Second Language Lesson Plans) The Leadership Lessons of Gregg Popovich: A Case Study on the San Antonio Spurs' 5-time NBA Championship Winning Head Coach Legal Office: Document Processing (with Template) Go To College For Free: College Planning ABC's Guide To Finding Scholarships, Financial Aid and Free Tuition Awards For College Keyboarding Course Lessons 1-25 Digttools: Technology Application Tools, Copyright Update (Keyboarding Digttools) Improving Speed and Accuracy in Keyboarding with Software Registration Card Improving Speed and Accuracy in Keyboarding Countdown to College: 21 To Do Lists for High School: Step-By-Step Strategies for 9th, 10th, 11th, and 12th Graders 2nd Edition Breaking Through: College Reading (11th Edition) College Mathematics for Business, Economics, Life Sciences & Social Sciences (11th Edition) Essentials of College Algebra (11th Edition) College Algebra (11th Edition) International Trade Law: Document Supplement to the Second Edition (Aspen Casebook) Visual Journaling: Document Your Life Document Image Analysis, 1997 Workshop (Dia '97) Proceedings of the Third International Conference on Document Analysis and Recognition: August 14-16, 1995, Montreal, Canada 4th International Conference on Document Analysis and Recognition - Icdar '97

Contact Us

DMCA

Privacy

FAQ & Help