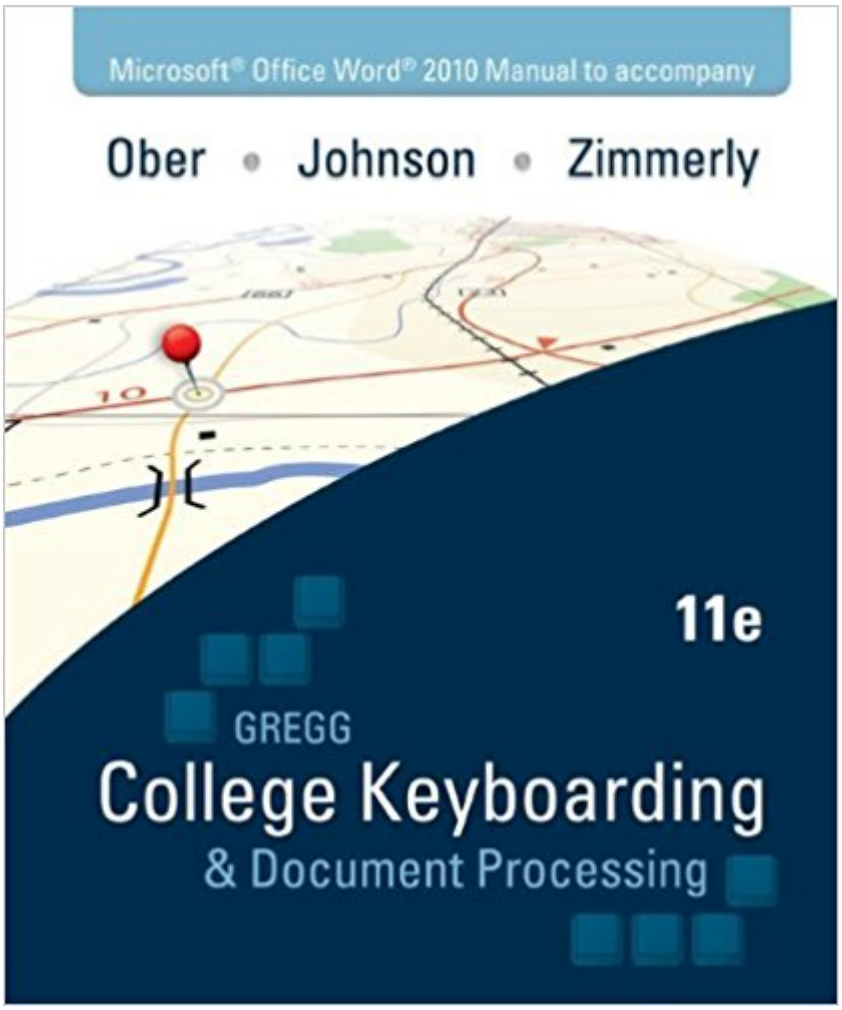
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Microsoft Office Word 2010 Manual To Accompany Gregg College Keyboarding & Document Processing, 11th Edition



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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

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Customer Reviews

their is an error on chapter 2 , it will not let you go on , most students flunk , but the practice to get to chapter 3 makes it a good book!LOL~

This is a great reference book for format styles.

I received this book in the condition it was described, I have found purchasing used books online save money to go towards other school supplies. Thank you

I bought this for a class before I discovered this manual starts on chapter 21 so it is useless to me.

Wrong book for my course

the book is very good. it explains in detail everything we have to learn and the exercises are very helpful

great

rent price is great

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(GDP); Lessons 1-20 text Glencoe Keyboarding With Computer Applications, Microsoft Office 2007, Student Manual (JOHNSON: GREGG MICRO KEYBOARD) Glencoe Keyboarding with Computer Applications, Microsoft Office 2007, Applications 1-150, Student Manual (JOHNSON: GREGG MICRO KEYBOARD) Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Keyboarding Course, Lesson 1-25 with Keyboarding Pro 6: College Keyboarding An Introduction to Word Processing: Using Microsoft Word 2000 or Microsoft Office 2000 Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using Full Course Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral bound

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