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Orientation to Word Processing - Computer Keyboarding …

Orientation to Word Processing Arlene Zimmerly, Coauthor Gregg College Keyboarding & Document Processing, 11e Note: This presentation was created for use by instructors or students to serve as a possible model in a keyboarding course

Document Processing, 11e

Gregg College Keyboarding & Document Processing, 11e Skillbuilding System 2

Orientation to Keyboarding Online and GDP

Orientation to Keyboarding 2 Online and GDP, 11e 1 By Arlene Zimmerly, Coauthor* Gregg College Keyboarding & Document Processing, 11e * This presentation was created to serve as one example of an orientation to an online keyboarding course

Gregg College Keyboarding & Document Processing, …

Gregg College Keyboarding & Document Processing, 9th edition (Lessons 1-60) Kit 1 Ober, Hanson, Johnson, and Rice Glencoe/McGraw-Hill, 2002 2 Two 3 ½" double-sided, high density floppy disks: (one source and one backup) 3 A two-pocket folder (for submitting assignments)

[PDF] Ober: Kit 3: (Lessons 1-120) W/ Word 2013 Manual

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

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DEVELOPING KEYBOARDING SKILL

DEVELOPING KEYBOARDING SKILL LEARNING OUTCOMES Keyboarding To key the alphabetic and numeric keys by touch To develop good keyboarding techniques To key fluently—at least 25 words per minute To develop reasonable accuracy Communication Skills To develop proofreading skills To apply proofreaders' marks and revise text 1 Level

Orientation to Word Processing, Keyboarding 2

Orientation to Word Processing, Keyboarding 2 Arlene Zimmerly, Coauthor Gregg College Keyboarding & Document Processing, 11e Note: This presentation was created for use by instructors or students to serve as a possible model in a keyboarding course

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Gregg College Keyboarding & Document Processing Microsoft 2013 Manual top Accompany 11th revised ed New York: McGraw-Hill Book Company 2014 Print Additional Instructional Materials: Student Data Disk Course Objectives: Business 1603 is designed to enable the student to demonstrate the following abilities upon completion of Lesson 60: 1

Using Word in GDP - Computer Keyboarding 1, 11e

Using Word in GDP Arlene Zimmerly, Coauthor Gregg College Keyboarding & Document Processing, 11e Note: This presentation will review various Word settings you should verify before you begin using Word in GDP so that Word will behave as expected and

OST 1100 KEYBOARDING AND DOCUMENT PROCESSING I

OST 1100 KEYBOARDING AND DOCUMENT PROCESSING I Daytona State College GREGG COLLEGE KEYBOARDING & DOCUMENT PROCESSING (GDP11) MICROSOFT WORD 2016 MANUAL KIT 1: Assignments are completed in the Gregg Keyboarding system and can be viewed in your Gregg Portfolio Your instructor will look over your Gregg Portfolio on