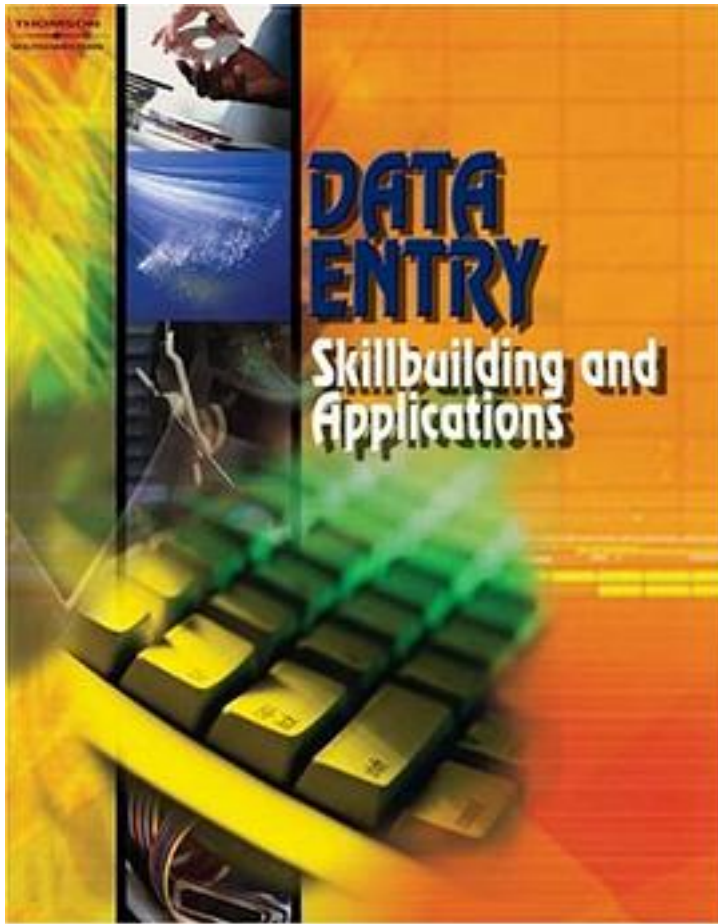


# Data Entry



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出版者:Thomson Learning College

出版时间:2003-12

装帧:Pap

isbn:9780538434775

This text, used with a site license in a lab setting, is designed to develop speed and accuracy in entering alphabetic and numeric data using the keypad and top row. Users must already know the alphanumeric keys, but the site license software will develop job-entry skills. The site license software measures keystroke speed and accuracy on

both straight copy and business forms comparable to those used in the workplace. The dedicated software also includes a Training Center for extensive skill practice and four projects to familiarize users with the skills needed in industry specific data entry careers. These industries are insurance, retail, hotel and medical.

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