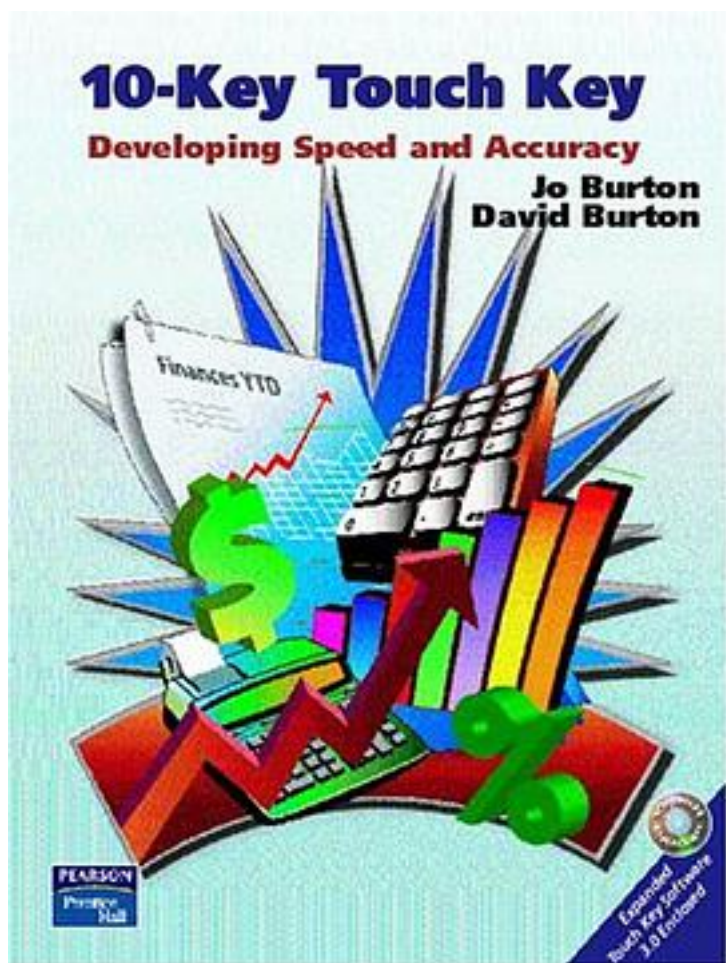# 10-Key Touch Key

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For courses found in Business Education and Office Technology Depts. called Electronic Calculators, Business Arithmetic Review, Business Math and Machines, Keyboarding, Data Entry, and Beginning Accounting. This text and software package is

designed to teach you how to use 10-key calculators by touch using computer assisted instruction and the computer numberpad. You will become versed in the use of the desktop calculator and the Windows(R) calculator. Finally, partially completed Excel(R) spreadsheets are provided to help you develop your data entry skills. System Requirements: Intel 486 processor or equivalent 16 Meg ram (32 Meg recommended) VGA (640 x 480) or SVGA (800 x 600) 256 color or higher CDROM Drive (Installation only) 3 meg available (Drive C) Windows 95, 98, 2000, ME, XP, or NT Windows Excel is required for completion of spreadsheet exercises

作者介绍:

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