

Gregg College Keyboarding and Document Processing



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The ninth edition of this industry leader provides a highly flexible format on CD-ROM, and 3.5" disks that will work with your current computer setup. New content reflecting changing technology and workplace needs is presented in four-color, side-spiral bound texts. Multiple software enhancements and a flexible Web-Based Instructor Management Web site support the program's strong content. The software, textbook, and manuals are integrated to provide students with a total learning experience. Instructors will appreciate the flexibility of using a program that can be successfully implemented in a variety of classroom environments.

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