

Gregg College Keyboarding and Document Processing



[Gregg College Keyboarding and Document Processing 下载链接1](#)

著者:Ober

出版者:McGraw-Hill College

出版时间:2002-3

装帧:Pap

isbn:9780078257582

After a brief review of basic document processing techniques, Gregg College Keyboarding and Document Processing, 9e (Lessons 121-180) by Ober et al places the student in an actual office in various industries (for example hospitality, electronics, government, legal, and medical) where students not only have to process documents but also exhibit other necessary office skills, such as prioritizing work, simulated transcribing of dictation (documents that contain no capitalization or punctuation), incomplete directions, and composing correspondence. Students who complete this course will be "office-tested" and ready to succeed on the job. Skillbuilding is stressed in every unit.

作者介绍:

目录:

[Gregg College Keyboarding and Document Processing 下载链接1](#)

标签

评论

[Gregg College Keyboarding and Document Processing 下载链接1](#)

书评

[Gregg College Keyboarding and Document Processing 下载链接1](#)