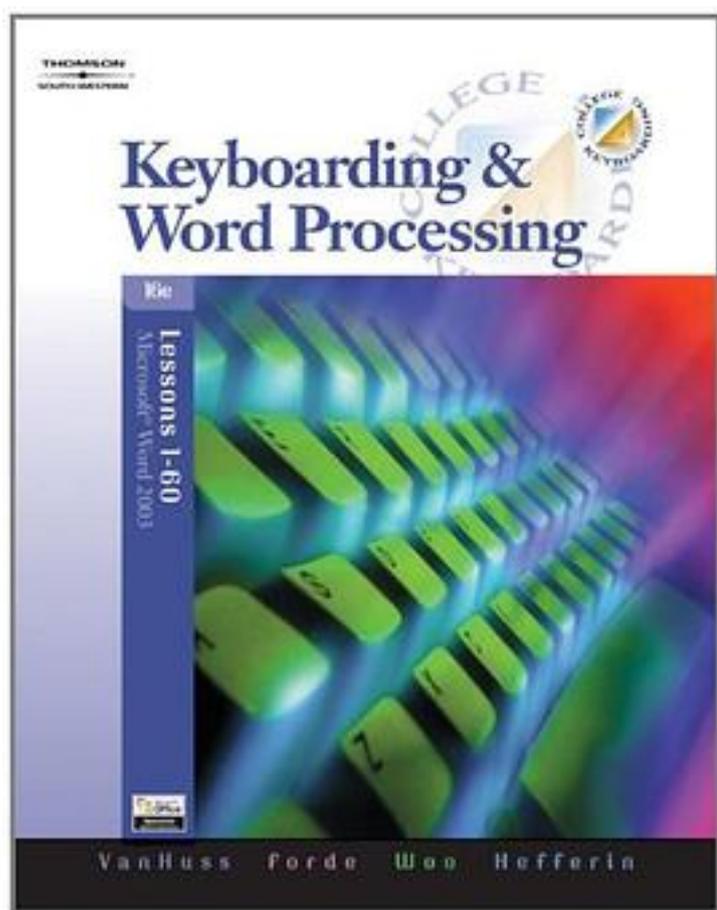


Keyboarding & Word Processing, Lessons 1-60



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Combining keyboarding lessons and skillbuilding with basic formatting skill using Word, this text will develop speed and accuracy while teaching the basics of document and word processing. Formats include block and modified block letters, standard memos, simple reports, references, title pages, tables, and newsletters. Perfect for an

introductory word processing course, this text also includes a capstone project that reinforces lesson concepts.

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