

Century 21 Computer Applications and Keyboarding



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Century 21 Computer Applications & Keyboarding 7E, a revision of Century 21 Keyboarding & Information processing, reflects the changing keyboarding course. New key learning is still included, it's just moved to the Resources section. The book starts with Review lessons that cover the entire keyboard, just more quickly than the new key sections. Computer Apps have been moved into the main part of the text (as opposed to the Appendix) and expanded significantly. Coverage of Computer Apps includes spreadsheet, database, electronic presentations, speech recognition, web search, and web page design. The Cycles continue to be a part of the pedagogy, with complete integration of cross-curricular themes in each cycle: Arts and Literature, Science, Environment and Health, Social Studies, and Technology. The Seventh edition continues with its non-software specific approach to word processing, using Transparency Masters to support commercial software functionality. The complete course contains 150 keyboarding and word processing lessons, 54 computer apps lessons, and 15 new key learning lessons (in the Resources section). Century 21 Computer Keyboarding, available in soft- or hard-cover versions, includes the 75 keyboarding and word processing lessons.

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