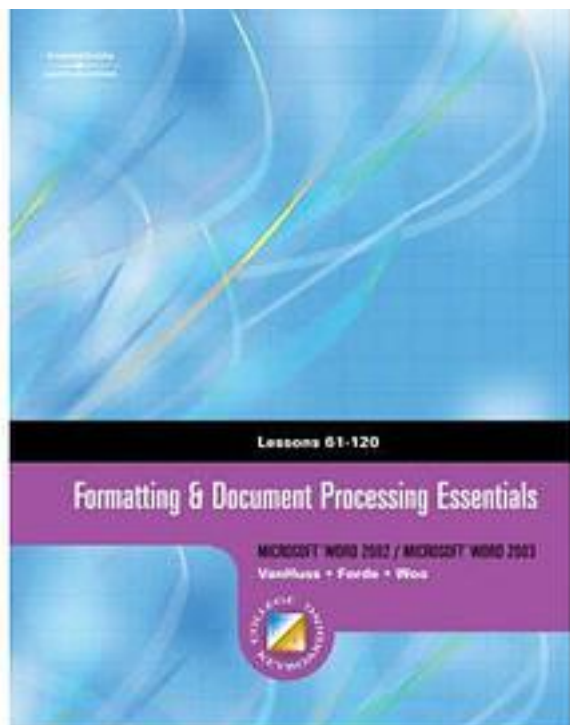


Formatting and Document Processing Essentials



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"Keyboarding Essentials 2nd Edition: Formatting and Document Processing Essentials, Lessons 61-120", focuses on mastery of formatting letters, memos, reports, and business documents using the functions of Microsoft Word 2007! Additional skill building is included to increase your keyboarding speed and accuracy. Word processing skills are isolated and introduced prior to document formatting lessons, while proofreading skills are reinforced within the documents. The document formatting lessons are devoted solely to documents and teach no additional word

processing so you can focus on formatting mastery.

作者介绍:

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