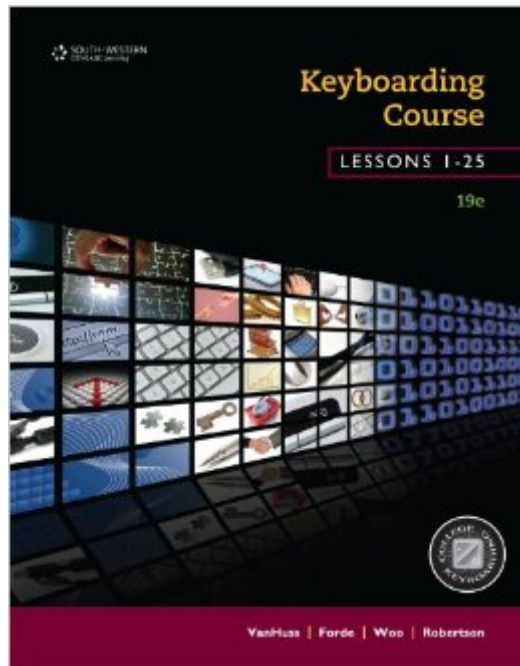


The book was found

# Keyboarding Course, Lessons 1-25: College Keyboarding



## Synopsis

Prepare for academic and career success with KEYBOARDING COURSE, LESSONS 1-25, 19th Edition. Packed with proven techniques and insights from more than eight decades, this market-leading text will help you build a strong foundation in alphabetic keyboarding, top-row numbers, and the numeric keypad. Extra reinforcement, communication skills review, and an introduction to Windows 8 and web-based computing will get you ready for today's workplace. When coupled with the web-based software, Keyboarding Pro DELUXE Online (KPDO), you can work independently at home or at school. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Book Information

File Size: 29473 KB

Print Length: 144 pages

Publisher: Cengage Learning; 019 edition (July 8, 2013)

Publication Date: July 8, 2013

Language: English

ASIN: B00EENO514

Text-to-Speech: Not enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #811,054 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #81

in Kindle Store > Kindle eBooks > Business & Money > Skills > Office Automation #275

in Books > Business & Money > Processes & Infrastructure > Office Automation #297 in Books

> Computers & Technology > Software > Microsoft > Microsoft Word

## Customer Reviews

The book didn't come sealed like it should have been if it was "New". However, that isn't the real problem. The real problem is that it didn't come with an access code, but that wasn't indicated either so I figured that it did considering that it was "new".

Just the book we needed for a college course but quite a bit less expensive!

This book is very good for learning keyboarding with the cengage online program. However, the text is too small and it is hard to decipher commas from periods. A digital version would be better.

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