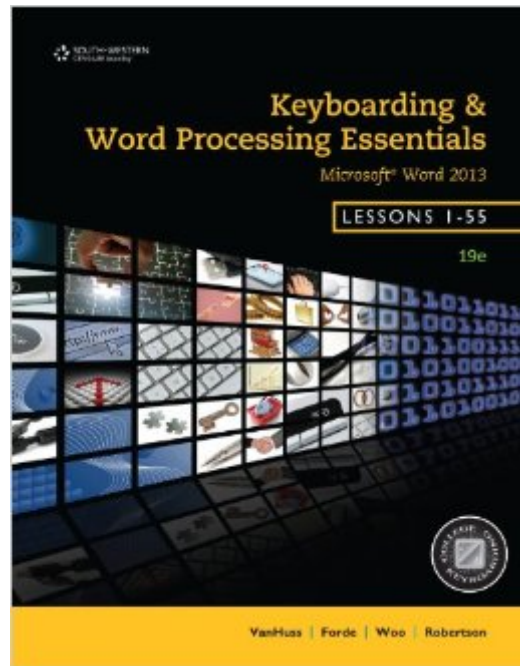# Keyboarding And Word Processing Essentials, Lessons 1-55

Synopsis

Prepare for academic and workplace success with KEYBOARDING AND WORD PROCESSING ESSENTIALS, LESSONS 1-55, Microsoft Word 2013, 19th Edition. This market-leading text provides the tools you need to develop expertise in keyboarding, document formatting, and essential word processing skills using Microsoft Word 2013.Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Book Information

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Customer Reviews

If your professor uses this with cengagebrain you need to buy Microsoft Word 13 for 1-55 or higher $$-$$$, the book $$$, and if you rent the book you still have to buy a product code for a mere $60. The three credt course ends up costing you about $600.00. The book is so not telling you that you that rental and permissions are for six months when the class is for four months, so they justify the cost of the rental because they only have a 6 month rental agreement. The book works hand in hand with one online site from what I have seen and makes it easy for the instructor to get your work. The online rental products do not come with a key code, but they do require you to have a key code for cengagebrain. Other online classes and book don't require such a set up or if they do the

cost is 1/2 as much as what I had to pay to get this book in service. The book supports the class objectives so if you have to have this book compare the cost of owning it against renting it and the additional cost of upgrading your software to run the keyboarding progam setup.

I teach at a small college in Pittsfield MA. I must use this text. It is full of errors and is deplorable that this is permitted. For example to move a page down to 2 inches, more the top margin do NOT press enter 3 times, what if the font is small or larger than the default, that would throw off the calibration. Multiple paged reports only have 2 pages, this is not a realistic representation of a longer report with cover page, citations/reference page, footnotes....please ban this text or get it corrected!

The book is a great shape. It does explaining a lot of basic keyboarding and tips unfortunately I wasn't informed by the teacher until after that I needed the CD with the access code to be able to use it for class. I was able to save some money by buying this book and the code separately but I wish I would have been informed before. The seller is great and fast.

Great book, and one that will be a wonderful reference tool. I have 30-plus years of typing experience, but this book was for a required class; however, it will come in handy to those not having the skills that I have.

This was a great book, I would totally recommend it to anyone. Yes you do have to buy a cd when using this book with cengage, but the great thing is you can buy that on to for a small price as well.

The book was in good shape but ended up having to buy one that came with a cd. Didn't know there were some books that came with it and some that didn't.

This book is a good starter for beginning typists and students studying Office tech. A good choice for a starter keyboarding textbook.

For being used in supposed condition it looks like a five year old ripped it up, I'll only need it for college for about 4 months so I can't really complain.

Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding (Available Titles Keyboarding Pro Deluxe) Keyboarding and Word Processing

Essentials, Lessons 1-55: Microsoft Word 2010 (Available Titles Keyboarding Pro Deluxe) Bundle: Keyboarding and Word Processing Essentials, Lessons 1-55, 19th +Keyboarding Pro DELUXE Online Lessons 1-55, 1 term (6 month) Printed Access Card Keyboarding and Word Processing, Complete Course, Lessons 1-110: Microsoft Word 2013: College Keyboarding Keyboarding Course, Lessons 1-25 (with Keyboarding Pro 5 User Guide and Version 5.0.4 CD-ROM) (College Keyboarding) Keyboarding and Word Processing Essentials, Lessons 1-55, Spiral bound Version Keyboarding and Word Processing Essentials, Lessons 1-55 Gregg College Keyboarding & Document Processing: Kit 2: (Lessons 61-120) w/ Word 2013 Manual Gregg College Keyboarding & Document Processing Kit 1: Lessons 1-60 With Word 2010 Manual Keyboarding Course, Lessons 1-25 (Available Titles Keyboarding Pro Deluxe) Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral bound Keyboarding Course, Lessons 1-25: College Keyboarding Microsoft Office Word 2016 Manual for Gregg College Keyboarding & Document Processing (GDP) Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, main text Gregg College Keyboarding & Document Processing: Lessons 1-60 Gregg College Keyboarding & Document Processing (GDP); Lessons 1-20 text CENTURY 21 Keyboarding & Information Processing: Book One, 150 Lessons Keyboarding Course, Lesson 1-25 [With CDROM] (College Keyboarding) Deep Learning: Natural Language Processing in Python with Word2Vec: Word2Vec and Word Embeddings in Python and Theano (Deep Learning and Natural Language Processing Book 1) Keyboarding & Formatting Essentials, Lessons 1-60 (with CD-ROM)