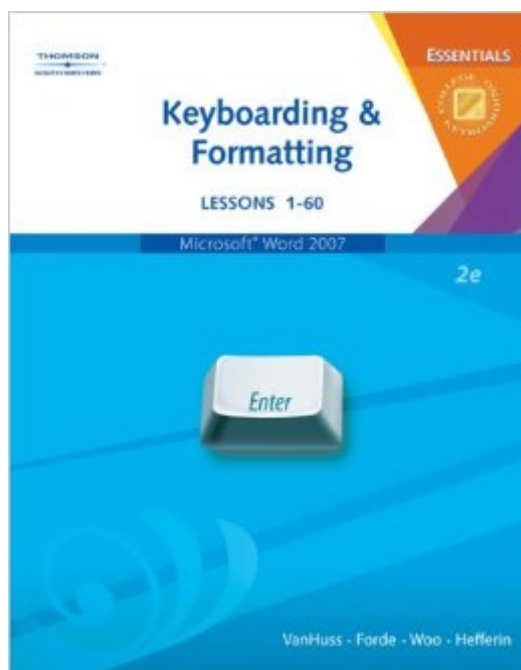# Keyboarding & Formatting Essentials, Lessons 1-60 (with CD-ROM)

Synopsis

KEYBOARDING & FORMATTING ESSENTIALS, LESSONS 1-60 teaches new-key learning and basic document formatting using the functions of Microsoft Word 2007! Lessons 1-25 concentrate on developing keyboarding skill by learning the alphabetic keyboard, top-row numbers, symbols, and the numeric keypad. Lessons 26-60 extend basic skills and teach the basics of document and word processing formats including block and modified block letters, memos, e-mails, simple reports, references, title pages, tables, and newsletters. This text is ideal for keyboarding programs that cover traditional skills and are devoted to teaching proper formatting techniques.

Book Information

Spiral-bound: 304 pages

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Product Dimensions: 11.3 x 8.6 x 0.9 inches

Shipping Weight: 2 pounds

Average Customer Review: 4.0 out of 5 starsÂ Â See all reviewsÂ (20 customer reviews)

Best Sellers Rank: #225,057 in Books (See Top 100 in Books)   #38 inÂ Books > Business & Money > Processes & Infrastructure > Office Automation   #61 inÂ Books > Computers & Technology > Software > Word Processing   #303 inÂ Books > Computers & Technology > Business Technology > Software > Enterprise Applications

Customer Reviews

I've gotta say, this manual was very expensive for me to buy.. But it was a necessity for my Keyboarding & Typing class. It did help me a lot during that class because without it, I would have had to asked around every class period for someone to share with me. It is still good to look back on at times as well. Just too expensive.

My classes started last week and I found out I needed this book. When I received the book, I had no Student User Guide and I could not use the product because the CD accompanying the material did not have the Keyboarding & Formatting software setup on it. All it has is the lessons to be run on keyboarding pro. The description of this item is misleading. It indicates that you will recieve everything you need to install and run keyboading & formatting. What do I do now?

At a great price and arrived quickly. I liked it because even though it was used it was very well taken care of. It even had the CD rom with it. It would get five stars but I was not able to install the program on to my computer because I have Open Office Org. and it requires Microsft word which cost more money to get so I am unable to do any homework without having to go to school and use the computer lab which is hard to get to sometime with kids.

Could not use the product because the CD accompanying the material did not have the keyboarding pro software on it. All it has is the lessons to be run on keyboarding pro. The description of this item is misleading. It indicates that you will recieve everything you need to install and run keyboading pro.

The Keyboarding & Formatting book was was packaged and in good condition for being used. This book was bought for my keyboarding class and helped a lot, the software was nice and easy to use. I would recommend this Book.

The book came on time. I got it for a good price, in the description it says it comes with the CD-ROM. When i opened it , it wasnt in there. And my classes alredy started. Hopefully they send it to me, because i paid for the book and the cd-rom.

Thank you for your prompt shipping. I continue to come to for our children's college text books. It is great to have a place to come to other than the school since the school prices on text books are so expensive. so Thanks to the people who sell on ... Keyboarding & Formatting Essentials came in excellent condition.

I work at the local adult school and we have been using this book for several years to teach our keyboarding course.... starts assuming you know nothing and then goes to more advanced formatting in word and creating documents...

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