

Advanced Word Processing

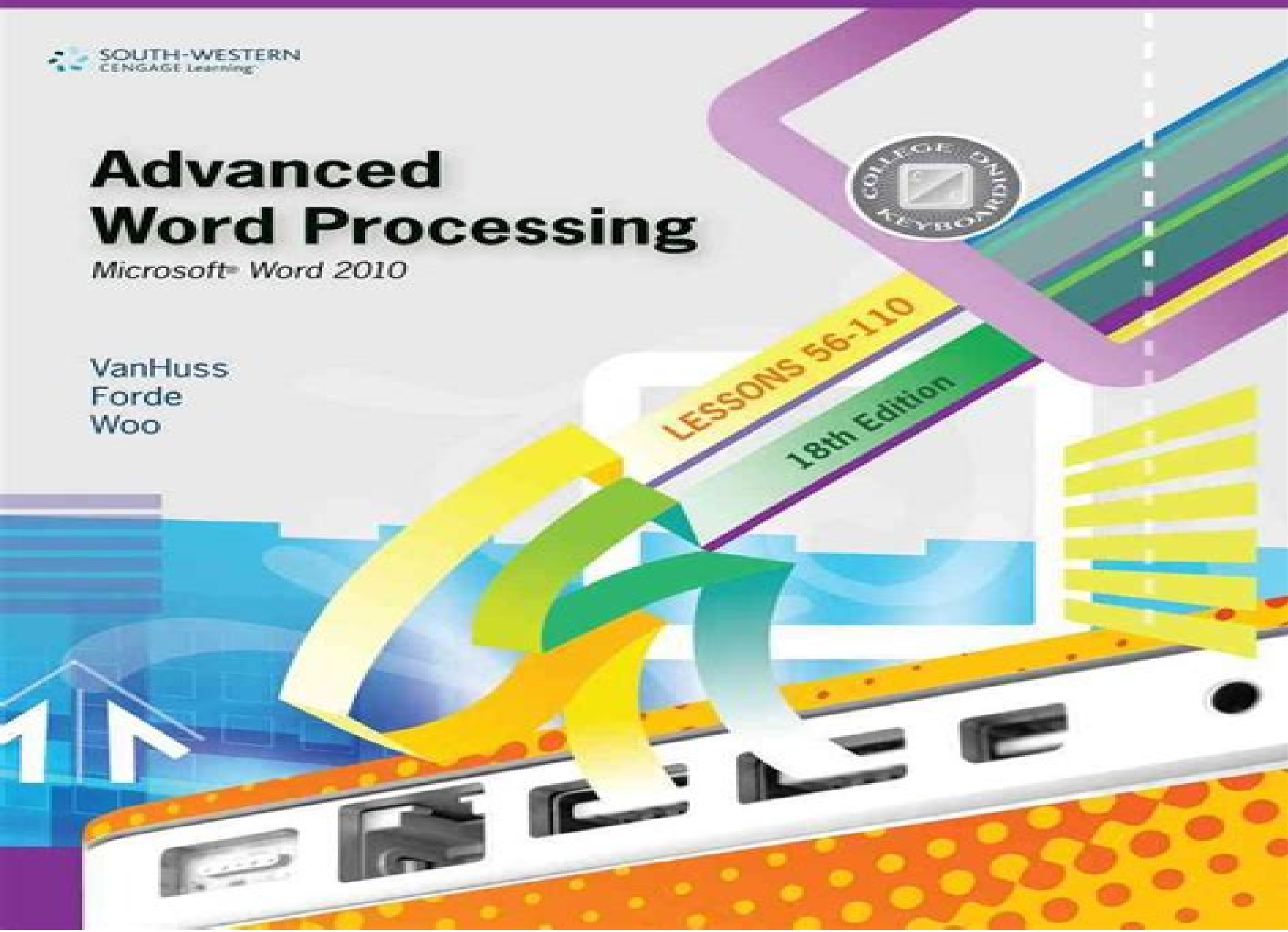
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LESSONS 56-110

18th Edition



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**Susie H VanHuss, Harpreet
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Bundle: Advanced Word Processing, Lessons 56-110: Microsoft Word + Keyboarding Pro Deluxe Online Lessons 56-110 Printed Access Card Package Susie H. VanHuss, **Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding** Susie H. VanHuss, Connie M. Forde, Donna L. Woo, 2010-11-30 Help your students master the keyboarding and word processing skills they need for career success The Eighteenth Edition of KEYBOARDING AND WORD PROCESSING COMPLETE COURSE LESSONS 1 120 uses proven techniques to guide students from initial new key learning to expertise in creating business documents with Microsoft Word 2010 South Western College Keyboarding offers a time tested pedagogy that helps students develop a strong foundation in basic keyboarding steadily improve their skills and rapidly become proficient in document formatting proofreading and business communication Each lesson is clearly focused well structured and designed to provide step by step training and reinforcement to help students quickly acquire and apply new skills Based on customer feedback the complete course is divided into two semesters with 55 lessons each plus a set of supplemental lessons to complete the Microsoft Office Specialist certification This comprehensive text combines all of the lessons and learning tools you will need for your course within a space saving easel back format Lessons 1 25 concentrate on building fundamental keyboarding skills by mastering the alphabetic keyboard top row numbers symbols and the numeric keypad Lessons 26 55 teach the basics of document formats and word processing including block and modified block letters memos tables and graphics Lessons 56 110 cover document design mail merge advanced graphics meeting documents and collaboration legal and medical documents and employment documents The final 10 lessons include material to help students pursue Microsoft Office Specialist certification Important Notice Media content referenced within the product description or the product text may not be available in the ebook version Advanced Word Processing, Lessons 56-110: Microsoft Word 2010 Susie H. VanHuss, Connie M. Forde, Donna L. Woo, 2010-11-05 Help your students master the advanced word processing skills most important for career success The 18th edition of ADVANCED WORD PROCESSING LESSONS 56 110 merges the formatting emphasis of the previous Essentials series with the productivity tools from the Certified series for a text that meets the needs of students seeking expertise with Microsoft Word 2010 Each lesson is clearly focused well structured and designed to provide step by step training and reinforcement to help students quickly develop advanced skills Based on customer feedback this semester based text includes 55 lessons in a one book solution that includes both documents and software instructions within a space saving easel back format Lessons 56 110 cover business correspondence tables reports document design mail merge advanced graphics meeting documents and collaboration legal and medical documents and employment documents A separate first semester text is available with Lessons 1 55 and a single volume complete course text includes both semesters plus a set of supplemental lessons related to Microsoft Office Specialist certification Important Notice Media content referenced within the product description or the product text may not be

available in the ebook version *College Keyboarding* ,2013 **Advanced Word Processing, Lessons 56-110:**

Microsoft Word Susie H. VanHuss,Connie M. Forde,Donna L. Woo,Vicki Robertson,2013-07-22 Master the advanced word processing skills most important for academic and career success ADVANCED WORD PROCESSING LESSONS 56 110 19th Edition uses Microsoft Word 2013 and builds on the skills learned in Lessons 1 55 The lessons cover business correspondence tables reports document design mail merge advanced graphics meeting travel news documents legal documents medical documents and human resources employment documents When coupled with web based Keyboarding Pro DELUXE Online KPDO software you can work independently at home or at school with this easy to use integrated system Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Keyboarding Pro Deluxe 2. 0** Susie H. VanHuss,2011-05-13 This interactive and engaging software combines new key learning and skill building lessons with document production tools for Microsoft Word 2010 An exciting addition to any keyboarding or word processing course KEYBOARDING PRO DELUXE 2 builds skills increases confidence keeps students motivated to learn the essentials of keyboarding and word processing and has interactive videos and 3 D animations to review proper hand and finger positions KEYBOARDING PRO DELUXE 2 includes advanced features such as error diagnostics error checking of keystrokes and document formats a reference guide with presentations of Word 2010 commands coverage of language arts skills and document formats communications skills review and activities document format activities and create a grade book The Web Reporter feature enables you to create and manage classes and view student reports easily using a simple browser *Keyboarding Pro Deluxe 2. 0* Susie H. VanHuss,2011-05-13 This interactive and engaging software combines new key learning and skill building lessons with document production tools for Microsoft Word 2010 An exciting addition to any keyboarding or word processing course KEYBOARDING PRO DELUXE 2 builds skills increases confidence keeps students motivated to learn the essentials of keyboarding and word processing and has interactive videos and 3 D animations to review proper hand and finger positions KEYBOARDING PRO DELUXE 2 includes advanced features such as error diagnostics error checking of keystrokes and document formats a reference guide with presentations of Word 2010 commands coverage of language arts skills and document formats communications skills review and activities document format activities and create a grade book The Web Reporter feature enables you to create and manage classes and view student reports easily using a simple browser **College Keyboarding** Susie H VanHuss,Harpreet Kochhar,Michelle Rivers,2014-03-07 College Keyboarding Nineteenth Canadian Edition Lessons 56 110 Microsoft Word 2013 combines formatting with productivity tools that meets the needs of students seeking expertise with Microsoft Word 2013 Lessons 56 110 covers business correspondence tables reports document design mail merge advanced graphics meeting documents and collaboration legal and medical documents and employment documents Each lesson is clearly focused well structured and uses proven techniques to guide students through step by step training and

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VanHuss, Connie M. Forde, Donna L. Woo, Vicki Robertson, 2016-01-15 Get ready for academic and workplace success This robust learning package integrates advanced word processing document formatting and design and communication skills within a single text along with a strong emphasis on honing skills by competing projects in a realistic office environment Using Microsoft Word 2016 you will format advanced business correspondence tables reports mail merge files graphics and a broad range of common document types including meeting travel news legal medical and human resources employment as well as practicing real time co authoring on OneDrive The text includes nine modular projects and two comprehensive

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