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College Success
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Gregg College Keyboarding and Document Processing (GDP), 11e by Ober, Johnson, and Zimmerly: Your complete learning/teaching system. Your guide to success. GDP/11 is an integrated keyboarding system that cohesively lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software has grown into an online functionality. The same program is now web-based with seamless updates to provide greater accessibility for use at home, in class, and in labs - perfect for distance learning! Strong enhancements to the book while maintaining key elements support the cohesive program's strong content. Skillbuilding is reinforced with MAP+ (Misstroke Analysis and Prescription). MAP+ is an individualized, diagnostic tool that is built into the software to help identify student's strengths and weaknesses while providing prescriptive drills to help them practice where they need it most. Also, MAP+ now has new, unlimited drill lines that begin at Lesson 1. GDP/11 automatically scores for keyboarding errors. As a result, instructors will appreciate the customization of course management tools in GDP/11, including the new GPS (Grade Posting System) which allows complete flexibility in setting up grades. GDP/11 your complete learning/teaching system. Your guide to success. Gregg College Keyboarding and Document Processing (GDP), 11e by Ober, Johnson, and Zimmerly: Your complete learning/teaching system. Your guide to success. GDP/11 is an integrated keyboarding system that cohesively lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software has grown into an online functionality. The same program is now web-based with seamless updates to provide greater accessibility for use at home, in class, and in labs - perfect for distance learning! Strong enhancements to the book while maintaining key elements support the cohesive program's strong content. Skillbuilding is

reinforced with MAP+ (Misstroke Analysis and Prescription). MAP+ is an individualized, diagnostic tool that is built into the software to help identify student's strengths and weaknesses while providing prescriptive drills to help them practice where they need it most. Also, MAP+ now has new, unlimited drill lines that begin at Lesson 1. GDP/11 automatically scores for keyboarding errors. As a result, instructors will appreciate the customization of course management tools in GDP/11, including the new GPS (Grade Posting System) which allows complete flexibility in setting up grades. GDP/11 your complete learning/teaching system. Your guide to success. Gregg College Keyboarding and Document Processing (GDP), 10e by Ober, Johnson, and Zimmerly provides a highly flexible, complete learning system. Building from a strong foundation, this revision of GDP focuses on adding flexibility for the instructor. Multiple software enhancements and flexible Instructor Management, both LAN and Web-based, support the program's strong content. Instructors will appreciate the flexibility of Instructor Management that can be successfully implemented in a variety of classroom environments and that can be accessed from any Internet-connected computer regardless of where the program was installed. This kit includes: Lessons 1-20 text, GDP Home Software w/ User's Guide, and Easel. Learn basic keyboarding techniques and word processing functions. Increase your speed and accuracy on the keyboard and the 10-key pad. This comprehensive text, provides three semesters of keyboarding and word processing instruction. All 120 lessons are in one convenient text, so students can advance from beginner to expert user without having to change texts. 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. Gregg College Keyboarding and Document Processing (GDP), 9e by Ober et al is an industry leader that has been revised and updated to help students succeed beyond the classroom. The software, textbook, and manuals, individually and collectively, work harmoniously as a convenient, total learning experience. Flexible LAN and Web-Based Instructor Management systems support the program's strong content and provides powerful, yet easy-to-use tools to set up and manage class files, monitor student and class progress, and generate student grades. The new versatile Word 2003 software is backward and forward compatible, fully functional on Word 2000, 2002, and 2003 systems. Instructors will appreciate using a program that can be successfully implemented in a variety of classroom environments, both on or off-site. This specific kit contains: Gregg College Keyboarding & Document Processing, 9/e (Lessons 61-120) Student Text, Word 2003 Software, Word 2003 Word Manual, GDP Quick Reference Guide, Student User's Guide, and Easel. The Eighteenth Edition of KEYBOARDING COURSE, LESSONS 1-25 is packaged with the market-leading KEYBOARDING PRO 6 software to help readers develop fundamental skills by mastering the alphabetic keyboard, top-row numbers, symbols, and the numeric keypad. South-Western College Keyboarding offers a proven, time-tested approach that enables readers to develop a strong foundation in basic keyboarding. Each lesson is clearly focused, well structured, and designed to provide step-by-step training and reinforcement to allow readers to quickly build their skills and confidence. If you're just starting out with

the computer and all it has to offer, you need to master the keyboard first and foremost. COLLEGE KEYBOARDING, 17 Edition: KEYBOARDING COURSE, LESSONS 1-25 is the perfect tool to introduce you to the keyboard and get you up and running. This text will help you learn the alphabetic keys, numeric keys, symbols, and the numeric keypad. To experience successful keyboarding even faster, combine this book with Keyboarding Pro 5 software, and you have a package that builds a strong keyboarding foundation. Gregg College Keyboarding and Document Processing, 9e by Ober et al is an industry leader that provides a highly flexible format on CD-ROM that will work with your current computer setup. New content reflecting changing technology and workplace needs is presented in four-color, side-spiral bound texts. Multiple software enhancements and a flexible Web-Based Instructor Management Web site support the program's strong content. The software, textbook, and manuals are integrated to provide students with a total learning experience. Instructors will appreciate the flexibility of using a program that can be successfully implemented in a variety of classroom environments. Gregg College Keyboarding and Document Processing (GDP), 11e by Ober, Johnson, and Zimmerly: Your complete learning/teaching system. Your guide to success. GDP/11 is an integrated keyboarding system designed to process and score documents created in Microsoft Word. Together, the book and software systematically lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software has grown into an online functionality. The same program is now web-based with seamless updates to provide greater accessibility for use at home, in class, and in labs - perfect for distance learning! Strong enhancements to the book while maintaining key elements including integrated language arts (starting at lesson 21) support the cohesive program's strong content. Skillbuilding is reinforced with MAP+ (Misstroke Analysis and Prescription). MAP+ is an individualized, diagnostic tool that is built into the software to help identify student's strengths and weaknesses while providing prescriptive drills to help them practice where they need it most. Also, MAP+ now has new, unlimited drill lines that begin at Lesson 1. Additionally, GDP/11 automatically scores for keyboarding errors and now formatting errors too! As a result, instructors will appreciate the customization of course management tools in GDP/11, including the new GPS (Grade

Posting System) which allows complete flexibility in setting up grades. GDP/11 your complete learning/teaching system. Your guide to success. The ninth edition of this industry leader provides a highly flexible format on CD-ROM and 3.5" disks that will work with your current computer setup. New content reflecting changing technology and workplace needs is presented in four-color, side-spiral bound texts. Multiple software enhancements and a flexible Web-Based Instructor Management Web site support the program's strong content. The software, textbook, and manuals are integrated to provide students with a total learning experience. Instructors will appreciate the flexibility of using a program that can be successfully implemented in a variety of classroom environments. After a brief review of basic document processing techniques, Gregg College Keyboarding and Document Processing, 9e (Lessons 121-180) by Ober et al places the student in an actual office in various industries (for example hospitality, electronics, government, legal, and medical) where students not only have to process documents but also exhibit other necessary office skills, such as prioritizing work, simulated transcribing of dictation (documents that contain no capitalization or punctuation), incomplete directions, and composing correspondence. Students who complete this course will be office-tested and ready to succeed on the job. Skillbuilding is stressed in every unit. Learn basic keyboarding techniques and word processing functions. Increase your speed and accuracy on the keyboard and the 10-keypad. The ninth edition of this industry leader provides a highly flexible format on CD-ROM that will work with your current computer setup. New content reflecting changing technology and workplace needs is presented in four-color, side-spiral bound texts. Multiple software enhancements and a flexible Web-Based Instructor Management Web site support the program's strong content. The software, textbook, and manuals are integrated to provide students with a total learning experience. Instructors will appreciate the flexibility of using a program that can be successfully implemented in a variety of classroom environments. - Step-by-step instructions for using all Word 2000, Word 2002, and Word 2003 features. - E-mail presentations, international formatting rules, and critical-thinking skills reflect changing technology and workplace needs - Missstroke Analysis and Prescriptive (MAP) software diagnoses the user's skills and provides personalized

prescriptions for skill building - Real-world content connections, Career Tips, and Internet Tips enhance the learning environment Get ready for academic and workplace success! This robust learning package integrates keyboarding, essential word processing, document formatting basics, 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 memos, letters, tables, and reports; work with graphics; and practice real-time co-authoring on OneDrive. The text includes six modular projects and one comprehensive project to help you apply what you learn and prepare you to be productive immediately when beginning your professional career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Get ready for academic and workplace success! This comprehensive learning package integrates keyboarding, essential and 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. The text includes 15 modular projects and three comprehensive projects to help you apply what you learn and prepare you to be productive from day one when beginning your professional career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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