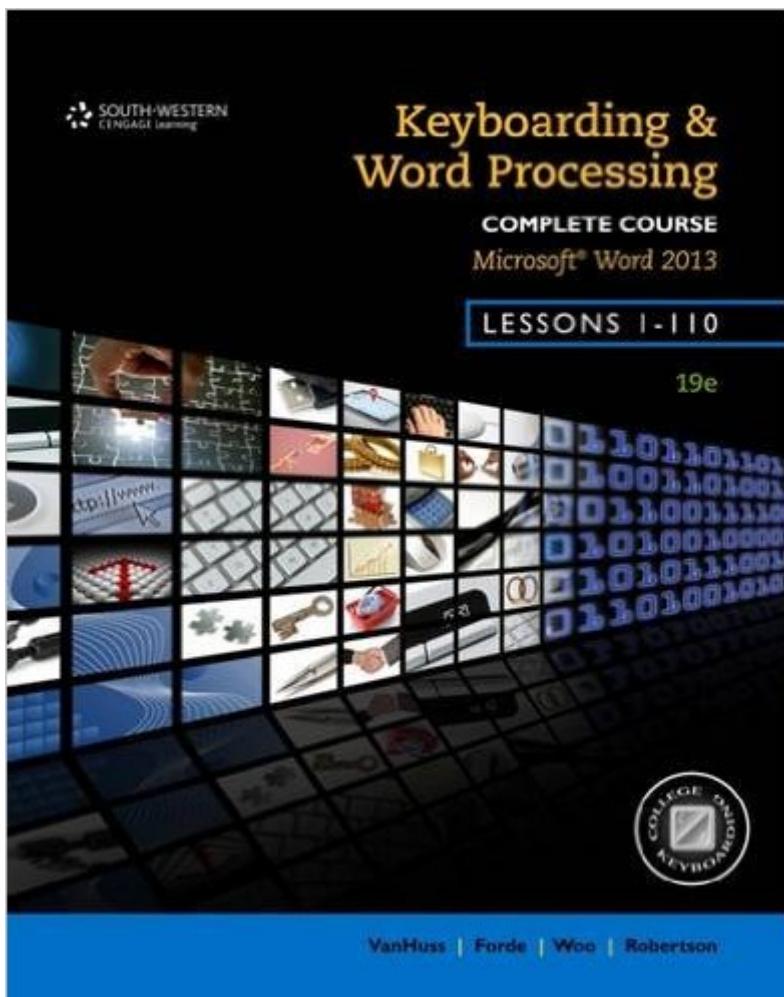


The book was found

Keyboarding And Word Processing, Complete Course, Lessons 1-110: Microsoft Word 2013: College Keyboarding



Synopsis

Get ready for academic and workplace success with KEYBOARDING AND WORD PROCESSING, COMPLETE COURSE, LESSONS 1-110, MICROSOFT 2013, 19th Edition. This market-leading text provides the tools you need to develop expertise in keyboarding, document formatting, and word processing skills using Microsoft Word 2013. To build proficiency in these critical job-ready skills, lessons are structured for maximum efficiency in learning and to encourage productivity. When coupled with Keyboarding Pro DELUXE Online (K PDO) web-based software you can work independently at home or at school with this easy-to-use integrated system.

Book Information

Spiral-bound: 608 pages

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Product Dimensions: 10.8 x 8.5 x 1.4 inches

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Average Customer Review: 4.2 out of 5 stars See all reviews (12 customer reviews)

Best Sellers Rank: #360,013 in Books (See Top 100 in Books) #76 in Books > Business & Money > Processes & Infrastructure > Office Automation #92 in Books > Computers & Technology > Software > Microsoft > Microsoft Word #106 in Books > Computers & Technology > Software > Word Processing

Customer Reviews

I really enjoyed taking this course, and my keyboarding skills really did improve. However, the software included with this system was pretty buggy. I had to reinstall it nearly every time I logged in. I tried talking to their customer support personnel a few times, but they didn't know anymore about solving the problem that I did. I just dealt with uninstalling/reinstalling every day just so could get through the course. If they work the bugs out of their programs, this would be an excellent typing course.

I was not informed the book did not contain the access code necessary to take the class. It cost me \$80 more for just lessons 1-55 and will cost another \$80 for the second code. That comes out to \$35 more than I would have spent in the book store without all the hassle and time delay.

It was a good buy, but had to send it back because it did not have the software with it, and the product code. But if you just want it to learn how to type without the extras, get it.

Good book. This is an accessible text to anyone of university cultural level. In addition, the book has been updated with each new edition.

Not a big fan of this book. Not as detailed as I think it should have been.

It's what I expected

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