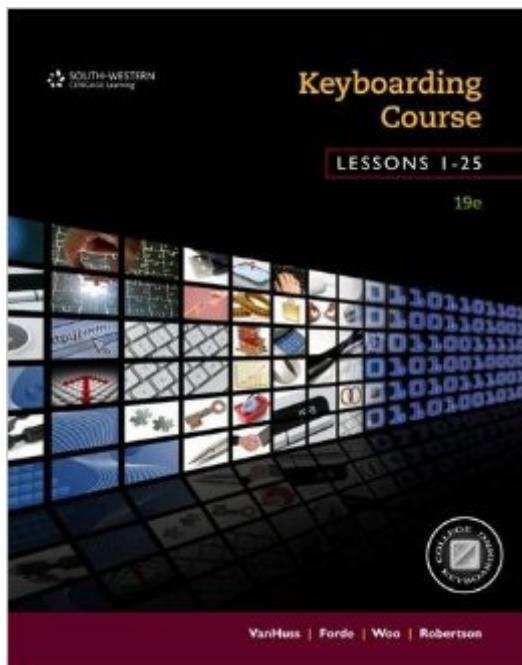


The book was found

Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral Bound



Synopsis

Prepare for academic and career success with KEYBOARDING COURSE, LESSONS 1-25, 19th Edition. This market-leading text provides the tools you will need to build a strong foundation in alphabetic keyboarding and top-row numbers. Extra reinforcement, communication skills review, and an introduction to Windows 8 and web-based computing will get you ready for today's workplace. Correlates directly with new web-based KPDO software, available separately.

Book Information

Spiral-bound: 144 pages

Publisher: Cengage Learning; 19 edition (July 8, 2013)

Language: English

ISBN-10: 1133588956

ISBN-13: 978-1133588955

Product Dimensions: 0.5 x 11 x 8.5 inches

Shipping Weight: 1.2 pounds (View shipping rates and policies)

Average Customer Review: 2.3 out of 5 starsÂ See all reviewsÂ (6 customer reviews)

Best Sellers Rank: #319,812 in Books (See Top 100 in Books) #62 inÂ Books > Business & Money > Processes & Infrastructure > Office Automation #83 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Word #235 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office

Customer Reviews

The book didn't come sealed like it should have been if it was "New". However, that isn't the real problemâ |. the real problem is that it didn't come with an access code, but that wasn't indicated either so I figured that it did considering that it was "new".

Just the book we needed for a college course but quite a bit less expensive!

This book is very good for learning keyboarding with the cengage online program. However, the text is too small and it is hard to decipher commas from periods. A digital version would be better.

[Download to continue reading...](#)

Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral bound Keyboarding Course, Lessons 1-25 (with Keyboarding Pro 5 User Guide and Version 5.0.4 CD-ROM) (College

Keyboarding) Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding (Available Titles Keyboarding Pro Deluxe) Keyboarding and Word Processing, Complete Course, Lessons 1-110: Microsoft Word 2013: College Keyboarding Keyboarding Course, Lessons 1-25: College Keyboarding Keyboarding and Word Processing Essentials, Lessons 1-55, Spiral bound Version Keyboarding Course, Lesson 1-25 [With CDROM] (College Keyboarding) 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 Course, Lessons 1-25 (Available Titles Keyboarding Pro Deluxe) Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2010 (Available Titles Keyboarding Pro Deluxe) The Kids' College Almanac: A First Look at College (Kids' College Almanac: First Look at College) Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, main text Gregg College Keyboarding & Document Processing: Kit 2: (Lessons 61-120) w/ Word 2013 Manual Gregg College Keyboarding & Document Processing: Lessons 1-60 Gregg College Keyboarding & Document Processing (GDP); Lessons 1-20 text Gregg College Keyboarding & Document Processing Kit 1: Lessons 1-60 With Word 2010 Manual SPIRAL BOUND MANDALA COLORING BOOK - Vol.1: women coloring books for adults (Volume 1) Rise Again Songbook: Words & Chords to Nearly 1200 Songs Spiral-Bound Rise Again Songbook: Words & Chords to Nearly 1200 Songs 9x12 Spiral Bound Practical Theory: Complete (Spiral-Bound Book)

[Dmca](#)