

Century 21 Jr.

Computer Applications with Keyboarding



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Century 21 Jr Computer Applications With Keyboarding

Century 21 Keyboarding

Jack P. Hoggatt, Jon A. Shank



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South-Western, 2015-04-27 This CD ROM based keyboarding program provides the new all in one software solution for new key learning and review skill building and document checking with Word and Excel 2013 and 365 This software checks documents created specifically in Century 21 Jr 3e **Century 21 Computer Applications and Keyboarding, Lessons**

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Intended for three semesters of instruction this guide to keyboarding begins with the basics and builds toward more advanced techniques It covers word processing databases spreadsheets speech recognition electronic presentations Web searches and Web design The book also discusses different kinds of documents including e mail memos letters and reports Format guides and model documents are included The authors teach business communication administrative management education and keyboarding Bound on narrow edge Annotation copyrighted by Book News Inc Portland OR *Style Manual for Hoggatt/shank's Century 21? Computer Applications And Keyboarding* J. Hoggatt, HOGGATT, SHANK, 2005-03

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