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Orientation to Word Processing - Computer Keyboarding ...

Orientation to Word Processing Arlene Zimmerly, Coauthor Gregg College Keyboarding & Document Processing, 11e Note: This presentation was created for use by instructors or students to serve as a possible model in a keyboarding course

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[PDF] Ober: Kit 3: (Lessons 1-120) W/ Word 2013 Manual

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Lesson 21 Orientation to Word ... - AOM 1010 Keyboarding

Follow the directions to complete Lesson 2 2 in your Microsoft® Office Word® 2010 Manual to accompany Gregg College Keyboarding & Document Processing, 11th Edition , pg 12 - 18 Once completed with the lesson, print and attach to this document Lesson 23 ...

DEVELOPING KEYBOARDING SKILL

DEVELOPING KEYBOARDING SKILL LEARNING OUTCOMES Keyboarding To key the alphabetic and numeric keys by touch To develop good keyboarding techniques To key fluently—at least 25 words per minute To develop reasonable accuracy Communication Skills To develop proofreading skills To apply proofreaders' marks and revise text 1 Level

Lesson 24 Orientation to Word ... - AOM 1010 Keyboarding

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Using Word in GDP - Computer Keyboarding 1, 11e

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OST 1100 KEYBOARDING AND DOCUMENT PROCESSING I

OST 1100 KEYBOARDING AND DOCUMENT PROCESSING I Daytona State College GREGG COLLEGE KEYBOARDING & DOCUMENT PROCESSING (GDP11) MICROSOFT WORD 2016 MANUAL KIT 1: Assignments are completed in the Gregg Keyboarding system and can be viewed in your Gregg Portfolio Your instructor will look over your Gregg Portfolio on