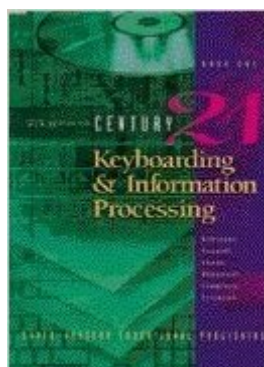


The book was found

# CENTURY 21 Keyboarding & Information Processing: Book One, 150 Lessons



## Synopsis

Century 21 Keyboarding & Information Processing--Book One gives appropriate attention to keying and formatting and lays a foundation for information processing. Emphasis moves from the simplest and most basic to the more complex and less often used. The amount of time and emphasis given to each facet of learning is carefully geared to the difficulty of the learning task and the level of skill required for the effective performance.

## Book Information

Series: Ta - Typing/Keyboarding

Hardcover: 359 pages

Publisher: South-Western Educational Pub; 6 edition (July 5, 1996)

Language: English

ISBN-10: 0538648937

ISBN-13: 978-0538648936

Product Dimensions: 0.8 x 8.8 x 11.5 inches

Shipping Weight: 2.8 pounds

Average Customer Review: 4.6 out of 5 starsÂ Â See all reviewsÂ (5 customer reviews)

Best Sellers Rank: #323,965 in Books (See Top 100 in Books) #44 inÂ Books > Business & Money > Skills > Secretarial Aids & Training #121 inÂ Books > Children's Books > Education & Reference > Money & Saving #463 inÂ Books > Children's Books > Computers & Technology

## Customer Reviews

I bought this book for a friend who wants to learn to keyboard, but is a little intimidated by computer typing programs. It is a comprehensive book which reminds me very much of the one I used to learn typing (many years ago) in high school.

If you are looking for a good textbook for a beginners keyboarding class; this is great. Instructions are very clear for lesson planning

Great book for homeschoolers! My 11-year-old can do each lesson in 20-30 minutes, which seems about right for keeping the attention.

there was nothing wrong with the book, its just an older version than I was expecting.

good book

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Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding (Available Titles Keyboarding Pro Deluxe) CENTURY 21 Keyboarding & Information Processing: Book One, 150 Lessons 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 (with Keyboarding Pro 5 User Guide and Version 5.0.4 CD-ROM) (College Keyboarding) Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2010 (Available Titles Keyboarding Pro Deluxe) Keyboarding and Word Processing, Complete Course, Lessons 1-110: Microsoft Word 2013: College Keyboarding Century 21 Keyboarding & Information Processing: Complete Course Keyboarding Course, Lessons 1-25 (Available Titles Keyboarding Pro Deluxe) Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral bound Keyboarding Course, Lessons 1-25: College Keyboarding Information Processing with Evolutionary Algorithms: From Industrial Applications to Academic Speculations (Advanced Information and Knowledge Processing) Keyboarding and Word Processing Essentials, Lessons 1-55, Spiral bound Version Keyboarding and Word Processing Essentials, Lessons 1-55 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 Century 21 Keyboarding, Formatting, and Document Processing Keyboarding Course, Lesson 1-25 [With CDROM] (College Keyboarding)

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