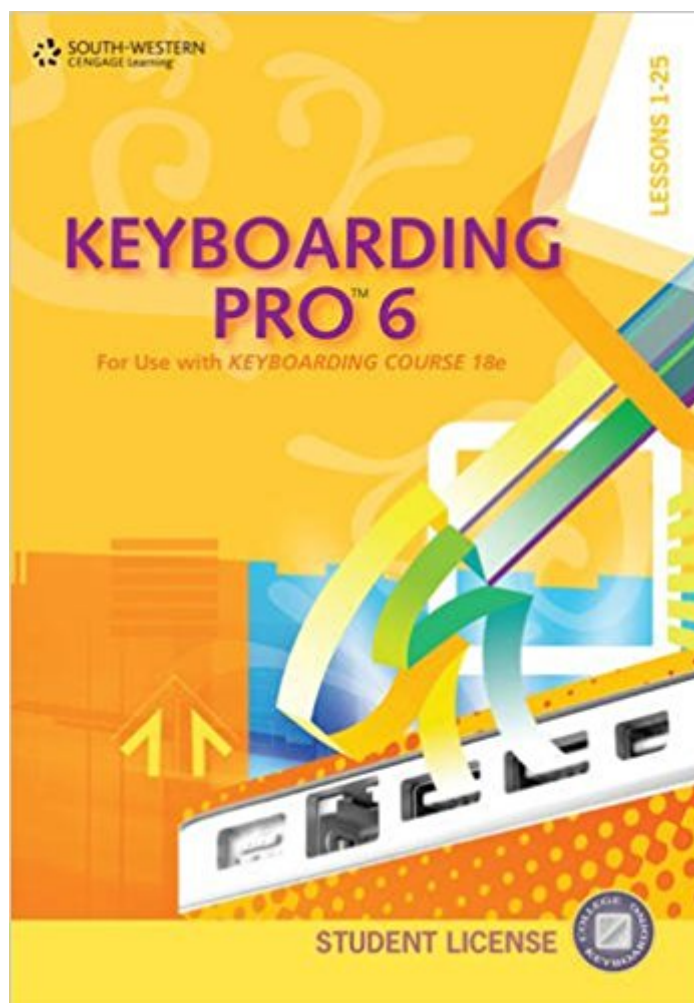The book was found

Keyboarding Pro 6, Student License (with User Guide And CD-ROM)

Synopsis

KEYBOARDING PRO 6 combines new-key learning and skill building to help users master the proper methods for keyboarding quickly and accurately. An exciting resource for any beginning keyboarder, KEYBOARDING PRO 6 builds skills, increases confidence, and keeps users motivated to learn the essentials of keyboarding. Interactive videos and 3-D animations review proper hand and finger positions, while games and drills provide a fun and exciting way to master the keyboard.

Book Information

CD-ROM

Publisher: South-Western Educational Pub; 6 edition (January 3, 2011)

Language: English

ISBN-10: 0840053320

ISBN-13: 978-0840053329

Product Dimensions: 0.5 x 6 x 10 inches

Shipping Weight: 3.2 ounces (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 stars   14 customer reviews

Best Sellers Rank: #245,133 in Books (See Top 100 in Books)   #74 inÃ Â Books > Business & Money > Processes & Infrastructure > Office Automation   #3617 inÃ Â Books > Education & Teaching > Higher & Continuing Education   #3715 inÃ Â Books > Textbooks > Computer Science

Customer Reviews

"I am very satisfied with the proposed new text. The scope and sequence of lessons are appropriate and logical. The additional software is a plus. The WebReporting is very valuable." - Martha Harpole, Hinds Community College"I really love the books. They are easy to read, easy to teach from. Course content can be increased or decreased depending on student ability."- Kay Holcomb, Eastern New Mexico University-Roswell

Dr. Susie H. VanHuss received her B.S. degree from the University of Southwestern Louisiana and her MBA and Ph.D. degrees from Indiana University. Her teaching specialties include business communications, administrative systems, and personnel management. Her work, published by Cengage Learning, includes textbooks in communications, keyboarding and word processing, and office technology. She has written numerous journal articles and has served on the editorial review boards of several leading business education journals.Dr. Connie M. Forde is a full professor in the Department of Instructional Systems, Leadership, and Workforce Development at Mississippi State

University where she teaches and advises in the technology teacher education and information technology services degree programs and the master's and doctoral programs in technology. She has served as co-author on the College Keyboarding team for several editions as well as co-authored a number of word processing and integrated applications simulations. Dr. Forde is a recognized speaker and contributor to the professional literature. Additionally, she has served as president of both the National Business Education Association and the Southern Business Education Association.Dr. Donna L. Woo is an Instructor and Department Coordinator for Information Systems/Office Automation for Cypress College and Associate Director of Education at Pacific College. She received her B.A. and M.A. in Business Education at Michigan State University and has her Ed.D. from Nova University. Donna is a Kellogg Fellow, a member of Phi Kappa Phi, and Delta Pi Epsilon. Her industry experience includes working for IBM and General Motors. She authored several word processing textbooks and has worked on several editions of College Keyboarding.

I needed to take an elective while working towards my Associates degree so I decided to take Keyboarding. Of course I already knew how to type and was pretty good at it in my opinion, so I thought this class would be a piece of cake. Well, it was actually a little challenging thanks to this program. I actually got a lot of practice and improved my wpm tremendously. I would say anyone who wants to improve upon their keyboarding should definitely use this program, as it is formatted very well.

I bought the CD for the 10-keypad learning. This is great for learning the 10-keypad and you do not need the book to learn the 10-keypad. With the book it is a great learning tool for keyboarding including your keystroke per minute and words per minute. I love the games after each chapter. The book also shows the correct way to form letters, building blocks, tables and charts. The CD and Book are definitely worth the money.

I wish it stated that i needed to buy the textbook separately to complete all the lessons. I should have read all of the reviews and save my time and money.

Thank you, A+

Shipped fast and its exactly what I needed to do my lessons at home. Installed quickly and used it

right away, overall very happy with this program.

The CD I needed to pass my class

easy to use

Great book

Keyboarding Pro 6, Student License (with User Guide and CD-ROM) Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding (Available Titles Keyboarding Pro Deluxe) Keyboarding Course, Lesson 1-25 with Keyboarding Pro 6: College Keyboarding Windows 10: The Ultimate 2017 Updated User Guide to Microsoft Windows 10 (2017 updated user guide, tips and tricks, user manual, user guide, Windows 10) 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 Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral bound Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, main text (P.S. Keyboarding) How to Install Kodi on Firestick: The Ultimate User Guide How to Install Kodi on Fire Stick (the 2017 updated user guide, tips and tricks, home ... (user guides, fire stick,) Echo: Echo Advanced User Guide (2017 Updated) : Step-by-Step Instructions to Enrich your Smart Life (Echo User Manual, Alexa User Guide, Echo Dot, Echo Tap) Echo Dot: Echo Dot User Manual: From Newbie to Expert in One Hour: Echo Dot 2nd Generation User Guide: (Echo, Dot, Echo Dot, ... Manual, Alexa, User Manual, Echo Dot ebook) Simplified Apple iPad Pro Manual: Understanding and maximizing the full functionality of your iPad Pro Tablets - 100% made simple user guide manual for seniors and dummies. Mixing and Mastering with Pro Tools 11 (Quick Pro Guides) (Quick Pro Guides (Hal Leonard)) Mixing and Mastering with Pro Tools (Music Pro Guides) (Quick Pro Guides) Earth System History & Student CD-Rom: with Student CD-ROM The ARRL General Class License Manual (Arrl General Class License Manual for the Radio Amateur) General Class License Manual (Arrl General Class License Manual for the Radio Amateur) The ARRL Extra Class License Manual (Arrl Extra Class License Manual for the Radio Amateur) Ham Radio License Manual with CD (Arrl Ham Radio License Manual) The ARRL Extra Class License Manual: For Ham Radio (Arrl Extra Class License Manual for the Radio Amateur)

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