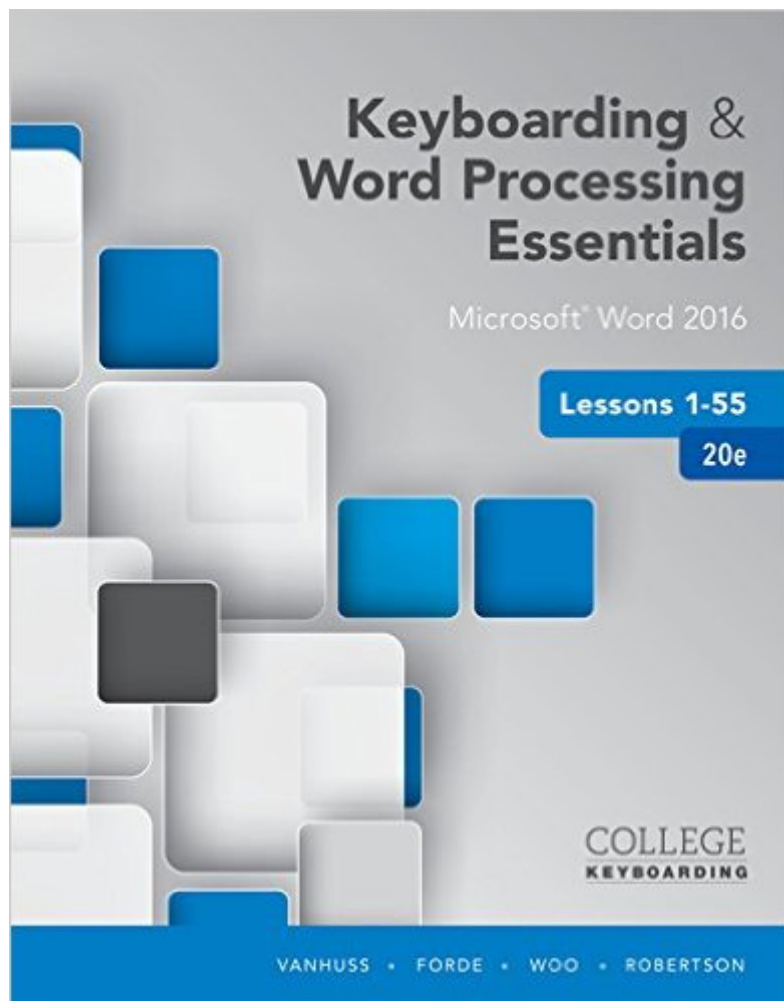


The book was found

# Keyboarding And Word Processing Essentials Lessons 1-55: Microsoft Word 2016, Spiral Bound Version (College Keyboarding)



## Synopsis

Get ready for academic and workplace success! This robust learning package integrates keyboarding, essential word processing, document formatting basics, and communication skills within a single text, along with a strong emphasis on honing skills by competing projects in a realistic office environment . Using Microsoft Word 2016, you will format memos, letters, tables, and reports; work with graphics; and practice real-time co-authoring on OneDrive. The text includes six modular projects and one comprehensive project to help you apply what you learn and prepare to be productive immediately when beginning your professional career. Combined with Skills Assessment Manager (SAM), the text makes learning even easier and more effective, allowing you to work independently from anywhere.

## Book Information

Series: College Keyboarding

Spiral-bound: 304 pages

Publisher: Course Technology; 20 edition (May 18, 2016)

Language: English

ISBN-10: 1337103020

ISBN-13: 978-1337103022

Product Dimensions: 8.4 x 0.9 x 10.9 inches

Shipping Weight: 2 pounds (View shipping rates and policies)

Average Customer Review: 2.0 out of 5 stars [See all reviews](#) (1 customer review)

Best Sellers Rank: #452,091 in Books (See Top 100 in Books) #121 in [Books > Computers & Technology > Software > Microsoft > Microsoft Word](#) #136 in [Books > Computers & Technology > Software > Word Processing](#) #6243 in [Books > Textbooks > Computer Science](#)

## Customer Reviews

There is no online access code for the program that goes with this book! the book itself as a stand alone was okay, but taking this for a class, which I did, I nearly had to spend an extra 130\$ for a program access code since there was no bundle on !

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

Keyboarding and Word Processing Essentials Lessons 1-55: Microsoft Word 2016, Spiral bound Version (College Keyboarding) Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles And Word Scrambles (Word Games, Brain Games, Word Search, Word Search

Games, Word ... Scramble, Word Scrabble, Unscramble Word) Word Search Book for Adults: Word Search Puzzles to Improve Memory and Exercise: word search, word search books, word search books for adults, adult word search books, word search puzzle books Word Search Puzzles Large Print: Large print word search, Word search books, Word search books for adults, Adult word search books, Word search puzzle books, Extra large print word search Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Blueprint Reading for Welders, Spiral bound Version Keys for Writers with Assignment Guides, Spiral bound Version (Keys for Writers Series) Medical Terminology for Health Professions, Spiral bound Version Bound Complete Box Set (Bound by Lies, Bound Forever): A Dark Mafia Romance Gregg College keyboarding & Document Processing, 11th edition (Lesson 1- 120) A Guide Book of United States Coins 2015: The Official Red Book Spiral (Official Red Book: A Guide Book of United States Coins (Spiral)) Microsoft Office 2016 Essentials Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) SBI: Advanced Word Processing Simulation (with CD-ROM) (Word Processing I) Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor The Cooking of Vienna's Empire (1 Hardcover and 1 Spiral-bound Recipes Book, in Binder) (Time Life Books: Foods of the World) By David Zid - Delay the Disease: Exercise and Parkinson's Disease (Spiral Bound) (3/16/07) Structural Analysis and Synthesis: A Laboratory Course in Structural Geology 3rd (third) edition by Rowland, Stehen M., Duebendorfer, Ernest M., Schiefelbein, I published by Wiley-Blackwell (2007) [Spiral-bound] Microsoft Word 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) New Perspectives Microsoft Office 365 & Word 2016: Introductory, Loose-leaf Version

[Dmca](#)