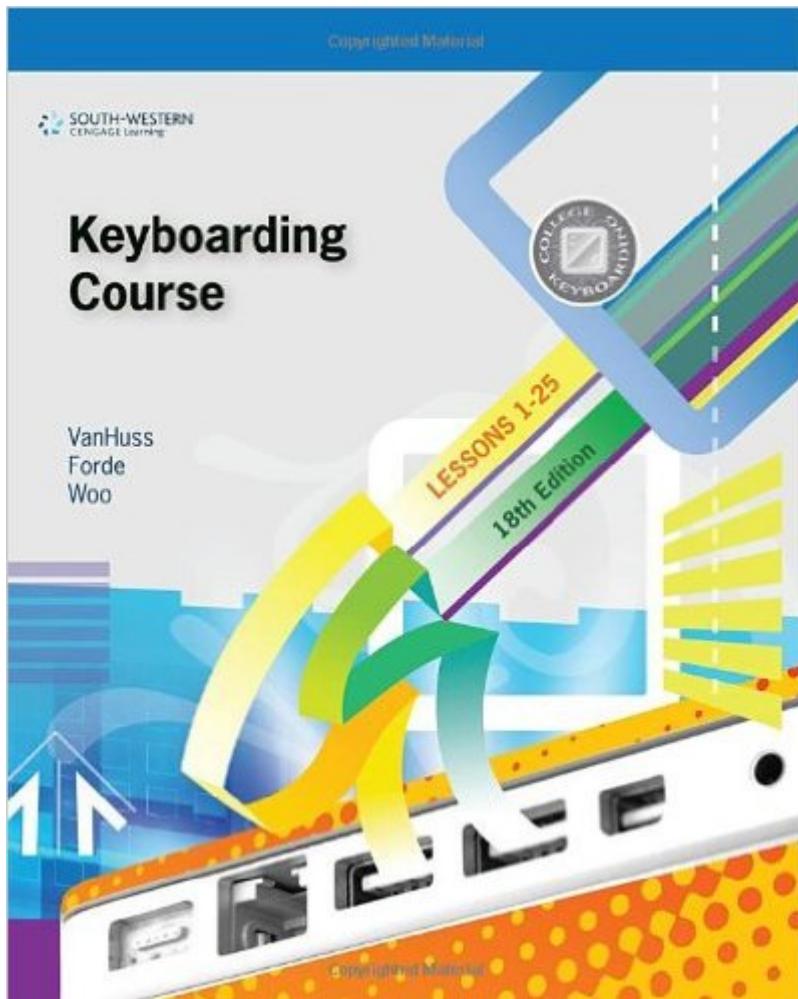# Keyboarding Course, Lessons 1-25 (Available Titles Keyboarding Pro Deluxe)

Synopsis

The Eighteenth Edition of KEYBOARDING COURSE, LESSONS 1-25 uses proven techniques to help readers develop fundamental skills by mastering the alphabetic keyboard, top-row numbers, symbols, and the numeric keypad. South-Western College Keyboarding offers a proven, time-tested approach that enables readers to develop a strong foundation in basic keyboarding. Each lesson is clearly focused, well structured, and designed to provide step-by-step training and reinforcement to allow readers to quickly build their skills and confidence.

Book Information

Series: Available Titles Keyboarding Pro Deluxe

Spiral-bound: 128 pages

Publisher: Cengage Learning; 18 edition (November 10, 2010)

Language: English

ISBN-10: 0538495391

ISBN-13: 978-0538495394

Product Dimensions: 10.8 x 8.4 x 0.5 inches

Shipping Weight: 13.6 ounces

Average Customer Review: 4.0 out of 5 stars See all reviews (55 customer reviews)

Best Sellers Rank: #248,337 in Books (See Top 100 in Books)   #42 in Books > Business & Money > Processes & Infrastructure > Office Automation   #3435 in Books > Textbooks > Computer Science   #3598 in Books > Education & Teaching > Higher & Continuing Education

Customer Reviews

I used this book and software for a keyboarding course but I didn't expect my typing to improve much. I am surprised and happy to report that the lessons were so thorough and effective that my typing speed went from ~50 words per minute to over 100 words per minute. That's a HUGE difference to me, especially since I was never a slow typer. If I can improve this much, I know it is an effective tool - goes over virtually the entire keyboard so you get practice reaching for all keys. Includes games at the end of the lessons that make it fun - particularly for kids (but even for adults!).The spiral bound lesson book is amazing - it stands up on its own so that you can sit at your computer and look over to the book while typing - and then flip pages over as needed.Highly recommended!

Definitely has helped me learn how to use keyboard beyond the hunt and peck method I had been

using. My kids are delighted they no longer are asked to type documents for me!!! I use a Mac at home, however, and this course, as used by my college class, is set up for PC only. Therefore, I must do all the coursework while at the PC computer lab rather than when it is more convenient. Wish it were Mac compatible.

I was supposed to receive the c.d that goes with the book, when ordering i made sure it said it was included but when i received it, it was not.

I used this exact course in college and went from single finger pecking to 97 wpm in 3 months using this program 3 times a week. It also teaches basic word processing setup for letters and such. I purchased this program to use for my boys, which I homeschool. Hope it works just as well for them as it did for me. Can't beat that price!!

I can't really say anything positive or negative about this book. It is your standard keyboarding text, much like the one I used when I learned to type (yes on an actual typewriter!) as a sophomore in high school! It does the job.

I was very happy my book got here fast! I ordered on 06/09/14 and arrived on 06/12/14 very early in the morning... It is used but in great condition... I was a lil mad at first because i didnt see the dvd but then i found it in the back of the book! Im very happy with everything... My school was selling it for $60 bucks and i got it for $7.50 including shipping (i got the 30 day free prime trial).... Id definitely order from u again! Thank u and i highly recommend to everyone

This book and accompanying software is great! It's part of a college course I'm taking online and is really fantastic software. Thanks

It is A very good book for people that never learned typing beforeit goes step by step with the student

Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding (Available Titles Keyboarding Pro Deluxe) Keyboarding Course, Lessons 1-25 (Available Titles Keyboarding Pro Deluxe) Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2010 (Available Titles Keyboarding Pro Deluxe) Keyboarding Course, Lessons

1-25 (with Keyboarding Pro 5 User Guide and Version 5.0.4 CD-ROM) (College Keyboarding) 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 and Word Processing, Complete Course, Lessons 1-110: Microsoft Word 2013: College Keyboarding Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral bound Keyboarding Course, Lessons 1-25: College Keyboarding Keyboarding Course, Lesson 1-25 [With CDROM] (College Keyboarding) Belwin's 21st Century Guitar Method, Bk 1: The Most Complete Guitar Course Available, Book, DVD & Online Audio, Video & Software (Belwin's 21st Century Guitar Course) Belwin's 21st Century Guitar Ensemble 1: The Most Complete Guitar Course Available (Student Book) (Belwin's 21st Century Guitar Course) HTML, XHTML, and CSS: Comprehensive (Available Titles Skills Assessment Manager (SAM) - Office 2010) HTML, XHTML, and CSS: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2007) New Perspectives on HTML, XHTML, and Dynamic HTML: Comprehensive (Available Titles Skills Assessment Manager (SAM) - Office 2010) New Perspectives on HTML and XHTML, Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) A Guide to SQL (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Visual Basic 2008: Comprehensive Concepts and Techniques (Available Titles Skills Assessment Manager (SAM) - Office 2010) New Perspectives on HTML and XHTML: Comprehensive (Available Titles Skills Assessment Manager (SAM) - Office 2010) Adobe Illustrator CS4 - Illustrated (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Office 2010: Illustrated Fundamentals (Available Titles Skills Assessment Manager (SAM) - Office 2010)