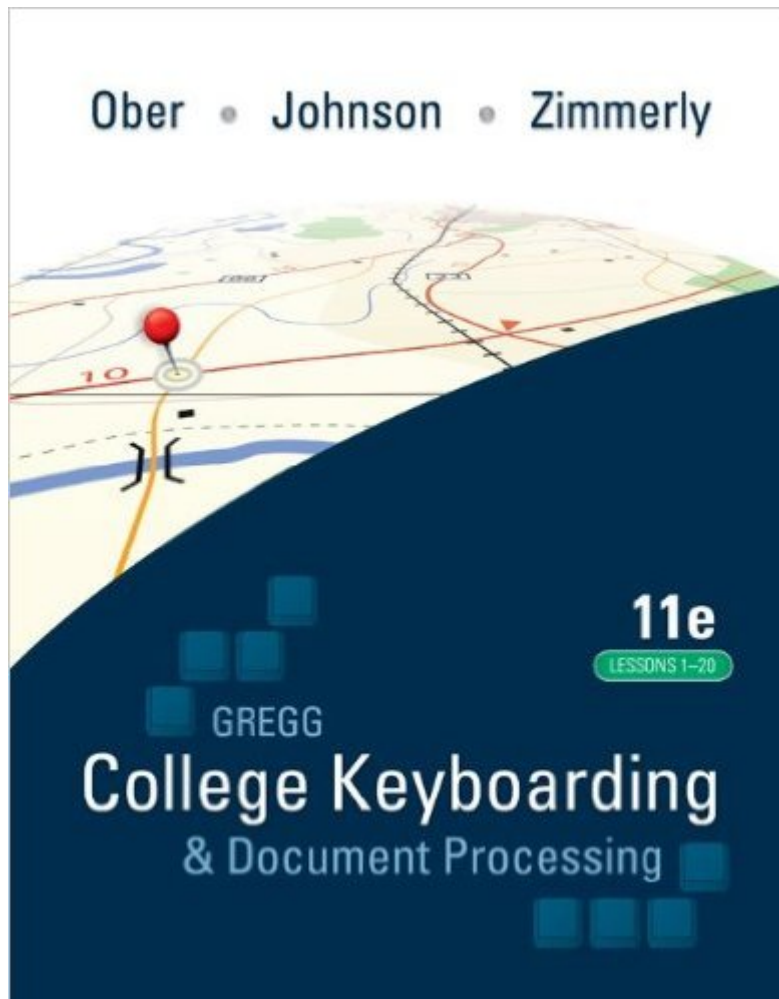# Gregg College Keyboarding & Document Processing (GDP); Lessons 1-20 Text

Synopsis

Gregg College Keyboarding and Document Processing (GDP), 11e by Ober, Johnson, and Zimmerly: Your complete learning/teaching system. Your guide to success. GDP/11 is an integrated keyboarding system that cohesively lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software has grown into an online functionality. The same program is now web-based with seamless updates to provide greater accessibility for use at home, in class, and in labs - perfect for distance learning! Strong enhancements to the book while maintaining key elements support the cohesive program's strong content. Skillbuilding is reinforced with MAP+ (Misstroke Analysis and Prescription). MAP+ is an individualized, diagnostic tool that is built into the software to help identify student's strengths and weaknesses while providing prescriptive drills to help them practice where they need it most. Also, MAP+ now has new, unlimited drill lines that begin at Lesson 1. GDP/11 automatically scores for keyboarding errors. As a result, instructors will appreciate the customization of course management tools in GDP/11, including the new GPS (Grade Posting System) which allows complete flexibility in setting up grades. GDP/11 your complete learning/teaching system. Your guide to success.

Book Information

Spiral-bound: 160 pages

Publisher: McGraw-Hill Education; 11 edition (April 2, 2010)

Language: English

ISBN-10: 0077344227

ISBN-13: 978-0077344221

Product Dimensions: 8.7 x 0.4 x 10.9 inches

Shipping Weight: 6.4 ounces (View shipping rates and policies)

Average Customer Review: 2.9 out of 5 starsÂ Â See all reviewsÂ (11 customer reviews)

Best Sellers Rank: #210,127 in Books (See Top 100 in Books)   #11 inÂ Books > Law > Law Practice > Law Office Education   #28 inÂ Books > Business & Money > Skills > Secretarial Aids & Training   #63 inÂ Books > Computers & Technology > Software > Word Processing

Customer Reviews

This does not come with the Key you need for the internet! its a great cheap book but you will have to buy wither the "Kit" or order the key from the GDP website which is $43.00 cheap book though!

Was listed as "new" which is what I need as the access codes that come with it new are required.

What I actually got was the workbook only not in the box and no access codes.. Was a waste of money and time as I have to return it and start over again to get a real "new" book. Very angry

I am so disappointment, this should come with the key and cd. At the college book store it is coming with complete kit for $113. I will send it back. Because I need the whole kit to continue in my class.

So you finish typing and oh look...the red screen that has a "Communication Error" eats all the work you just did. You can not get it back. I have had over 15 errors in 3 days. I am continually redoing work because of these errors. In addition sometimes it skips a Lesson area and so your typing in area D when you should be typing in C, no way to move your work. The program has major buggs. If it wasnt required for class I would never ever purchased it. PS teachers do not care if you have to do the work a zillion times!

I like this textbook it is really helping me to improve my keyboarding skills.

Easy to follow my assignments. Also, the shipping was fast. Thanks

Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, main text Gregg College Keyboarding & Document Processing (GDP); Lessons 1-20 text Microsoft Office Word 2016 Manual for Gregg College Keyboarding & Document Processing (GDP) Gregg College Keyboading & Document Processing (GDP); Lessons 61-120 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 Kit 1: Lessons 1-60 With Word 2010 Manual Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding (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) Keyboarding and Word Processing, Complete Course, Lessons 1-110: Microsoft Word 2013: 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 Essentials, Lessons 1-55: Microsoft Word 2010 (Available Titles Keyboarding Pro Deluxe) Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral bound Keyboarding Course, Lessons 1-25: College Keyboarding Century 21 Keyboarding, Formatting, and Document Processing Keyboarding Course, Lesson 1-25 [With CDROM] (College Keyboarding)

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