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11e

College Keyboarding
& Document Processing

# **Ober Gregg College Keyboarding Manual**

**Scot Ober** 

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Zimmerly, MA, Scot Ober, 2013-07-05 This textbook presents an introduction to keyboarding Keyboarding is the process of
inputting data or text using a computer keyboard Operating the keyboard by touch is an essential skill for many careers and
a necessary skill useful for just about everyone The intent of this text is to develop touch control of the keyboard and proper
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