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Microsoft Office Word 2007 Manual to accompany Gregg College Keyboarding & Document Processing, 11th Edition Arlene Zimmerly,Jack Johnson,Scot Ober,2010-04-28 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 designed to process and score documents created in Microsoft Word Together the book and software systematically 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 including integrated language arts starting at lesson 21 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 Additionally GDP 11 automatically scores for keyboarding errors and now formatting errors too 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 *Microsoft® Office Word® 2016 Manual to Accompany Gregg College Keyboarding & Document Processing 11e* Scot Ober,Jack E. Johnson,Arlene Zimmerly,2017 **Gregg College Keyboarding & Document Processing** ,2002 *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, main text* Scot Ober,2010 **Microsoft Office Word 2010 Manual T/a Gregg College Keyboarding & Document Processing (GDP); Microsoft Office Word 2010** Scot Ober,2010 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 designed to process and score

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