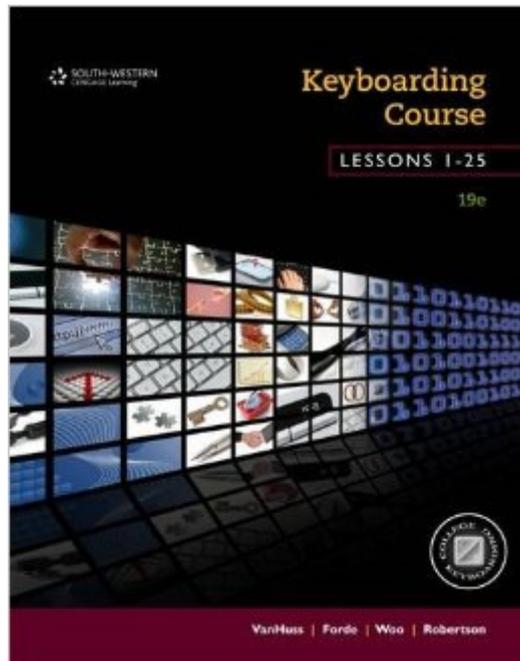


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# Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral Bound



## Synopsis

Prepare for academic and career success with KEYBOARDING COURSE, LESSONS 1-25, 19th Edition. This market-leading text provides the tools you will need to build a strong foundation in alphabetic keyboarding and top-row numbers. Extra reinforcement, communication skills review, and an introduction to Windows 8 and web-based computing will get you ready for today's workplace. Correlates directly with new web-based KPDO software, available separately.

## Book Information

Spiral-bound: 144 pages

Publisher: Cengage Learning; 19 edition (July 8, 2013)

Language: English

ISBN-10: 1133588956

ISBN-13: 978-1133588955

Product Dimensions: 0.5 x 11 x 8.5 inches

Shipping Weight: 1.2 pounds (View shipping rates and policies)

Average Customer Review: 2.3 out of 5 stars [See all reviews](#) (6 customer reviews)

Best Sellers Rank: #319,812 in Books (See Top 100 in Books) #62 in [Books > Business & Money > Processes & Infrastructure > Office Automation](#) #83 in [Books > Computers & Technology > Software > Microsoft > Microsoft Word](#) #235 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#)

## Customer Reviews

The book didn't come sealed like it should have been if it was "New". However, that isn't the real problem |. the real problem is that it didn't come with an access code, but that wasn't indicated either so I figured that it did considering that it was "new".

Just the book we needed for a college course but quite a bit less expensive!

This book is very good for learning keyboarding with the cengage online program. However, the text is too small and it is hard to decipher commas from periods. A digital version would be better.

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