

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

Susie H. VanHuss, Connie M. Forde, Donna L. Woo



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LESSONS 1-120 uses proven techniques to help readers master the keyboarding and word processing skills they need for career success--from initial new-key learning to expertise in creating business documents with Microsoft Word 2010. South-Western College Keyboarding offers a proven, time-tested approach that helps readers develop a strong foundation in basic keyboarding, steadily improve their skills, and rapidly become proficient in document formatting, proofreading, and business communication. Each lesson is clearly focused, well structured, and designed to provide step-by-step training and reinforcement to help readers quickly acquire and apply new skills. This proven, comprehensive book provides everything readers need within a space-saving easel-back format.

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