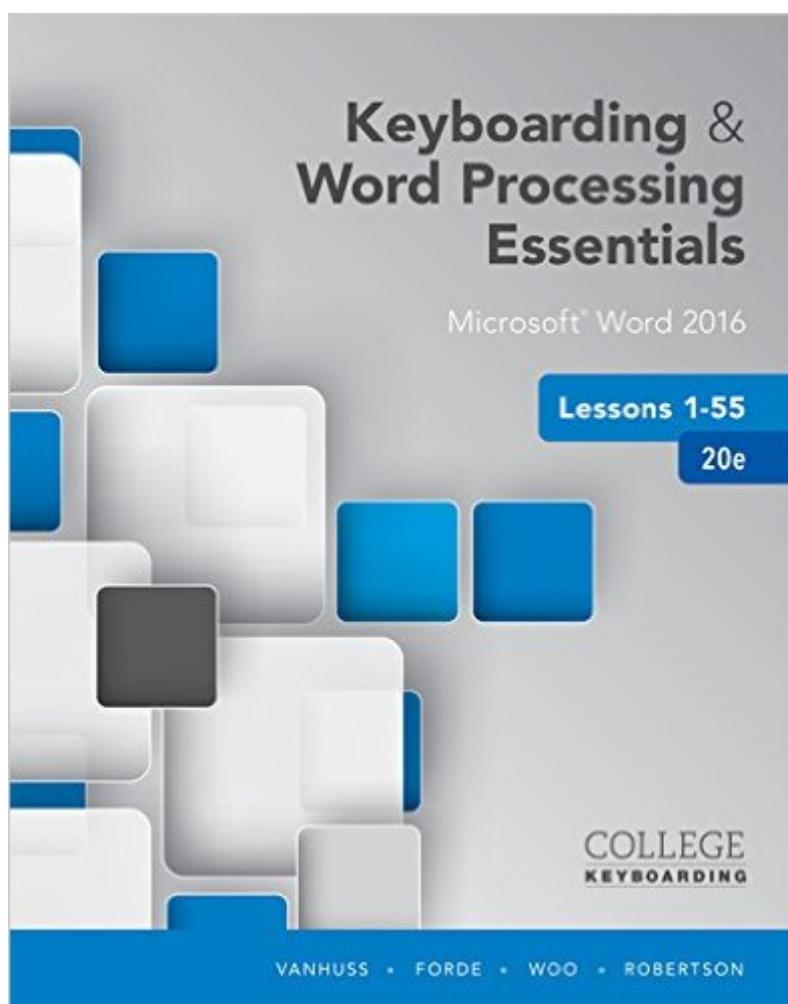


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# Keyboarding And Word Processing Essentials Lessons 1-55: Microsoft Word 2016, Spiral Bound Version (College Keyboarding)



## Synopsis

Get ready for academic and workplace success! This robust learning package integrates keyboarding, essential word processing, document formatting basics, and communication skills within a single text, along with a strong emphasis on honing skills by competing projects in a realistic office environment . Using Microsoft Word 2016, you will format memos, letters, tables, and reports; work with graphics; and practice real-time co-authoring on OneDrive. The text includes six modular projects and one comprehensive project to help you apply what you learn and prepare to be productive immediately when beginning your professional career. Combined with Skills Assessment Manager (SAM), the text makes learning even easier and more effective, allowing you to work independently from anywhere.

## Book Information

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