



Word 2007 Manual t/a Gregg College Keyboarding & Document Processing (GDP); Microsoft Word 2007 Update

By Ober, Scot; Johnson, Jack; Zimmerly, Arlene

McGraw-Hill/Irwin, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service!
 Summary: Gregg College Keyboarding and Document Processing (GDP), Word 2007 Update, 10e by Ober, Johnson, and Zimmerly provides a highly flexible, complete learning system. Building from a strong foundation, this version of GDP focuses on adding flexibility for the instructor, along with updating the program to be compatible with the new Microsoft Word 2007 software. Multiple software enhancements and flexible Instructor Management, both LAN and Web-based, support the program's strong content. Instructors will appreciate the flexibility of using a program that can be successfully implemented in a variety of classroom environments and that can be accessed from any Internet-connected computer regardless of where the program was installed.



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