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Hoggatt,HOGGATT,SHANK,2005-03 This booklet details word processing features business document formats and a style guide *Century 21 Computer Applications and Keyboarding, Lessons 1-170, Performance Tests* HOGGATT SHANK,2009-05-20 *Century 21TM Computer Applications and Keyboarding, Lessons 1-170* Jack P. Hoggatt,Jon A. Shank,2009-02-09 Provide your students with the best in keyboarding education from the proven keyboarding leader now stronger than ever This latest edition of CENTURY 21 COMPUTER APPLICATIONS AND KEYBOARDING helps students prepare for a lifetime of keyboarding success with innovative solutions updated to reflect today s business challenges Students tap into the latest keyboarding technology learn to master computer applications using Microsoft Office 2007 and increase communication skills with relevant activities throughout this best selling text Trust the leader who has taught more than 85 million people to type bringing 100 years of publishing experience and a century of innovations together in a complete line of keyboarding solutions Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Century 21 Computer Keyboarding* Jack P. Hoggatt,Jon A. Shank,Jerry W. Robinson,2001-02 Century 21 Keyboarding will give you what your looking for in a one semester course on new key learning document formatting and word processing This text is a combination of 50 lessons of key learning technique mastery and 25 lessons on word processing document formatting **Century 21** Jack Hoggatt,Jon A. Shank,2005 Provide students with the best in keyboarding education from the proven keyboarding leader now stronger than ever This latest edition helps to prepare students for a lifetime of keyboarding success with a complete family of proven solutions

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