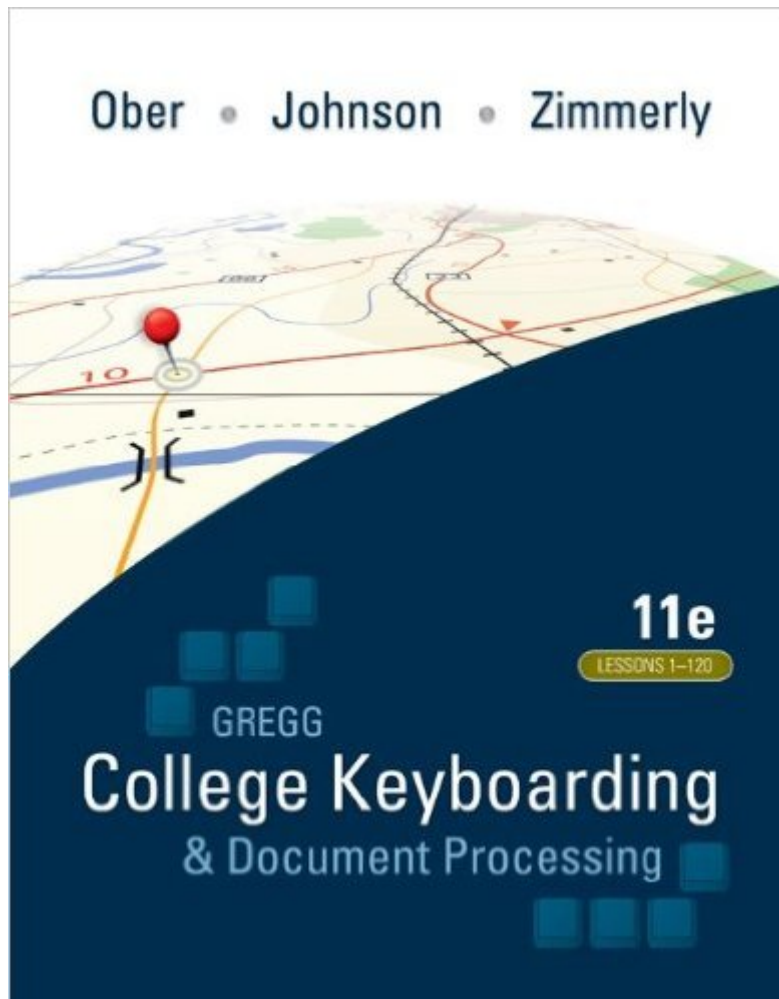


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# Gregg College Keyboarding & Document Processing, 11th Edition (Lesson 1- 120)



## Synopsis

Gregg College Keyboarding and Document Processing (GDP), 11e by Ober, Johnson, and Zimmerly: Your complete learning/teaching system. Your guide to success. GDP/11 is an integrated keyboarding system designed to process and score documents created in Microsoft Word. Together, the book and software systematically lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software has grown into an online functionality. The same program is now web-based with seamless updates to provide greater accessibility for use at home, in class, and in labs - perfect for distance learning! Strong enhancements to the book while maintaining key elements including integrated language arts (starting at lesson 21) support the cohesive program's strong content. Skillbuilding is reinforced with MAP+ (Misstroke Analysis and Prescription). MAP+ is an individualized, diagnostic tool that is built into the software to help identify student's strengths and weaknesses while providing prescriptive drills to help them practice where they need it most. Also, MAP+ now has new, unlimited drill lines that begin at Lesson 1. Additionally, GDP/11 automatically scores for keyboarding errors and now formatting errors too! As a result, instructors will appreciate the customization of course management tools in GDP/11, including the new GPS (Grade Posting System) which allows complete flexibility in setting up grades. GDP/11 your complete learning/teaching system. Your guide to success.

## Book Information

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## Customer Reviews

The kit was fine, except for the fact that I bought it used, thus was left without an access code and

the easel. Just double check what you're getting before you commit to the purchase.

It Was Just As I Expected !! Great Value For The Price .. I Paid Under \$20 I Believe It Was \$5 .. I Ordered The Same Book Thinking It Was Brand New For \$75 And Boy Was I Disappointed .. I Returned It To And Got This Book Along With The Microsoft Office Word Manual For \$5 And Purchased My Code On The Website.. BEST THING I COULD HAVE DONE !!

It was like new and I needed it for college. Just what I expected. It is a good college typing book.

the books are in excellent condition, but it did not come the easel like it had stated.

This book is for students who enroll in the class with instructor assigning access to online resources. Without online access this book is useless. No way to learn or practice keyboarding.

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