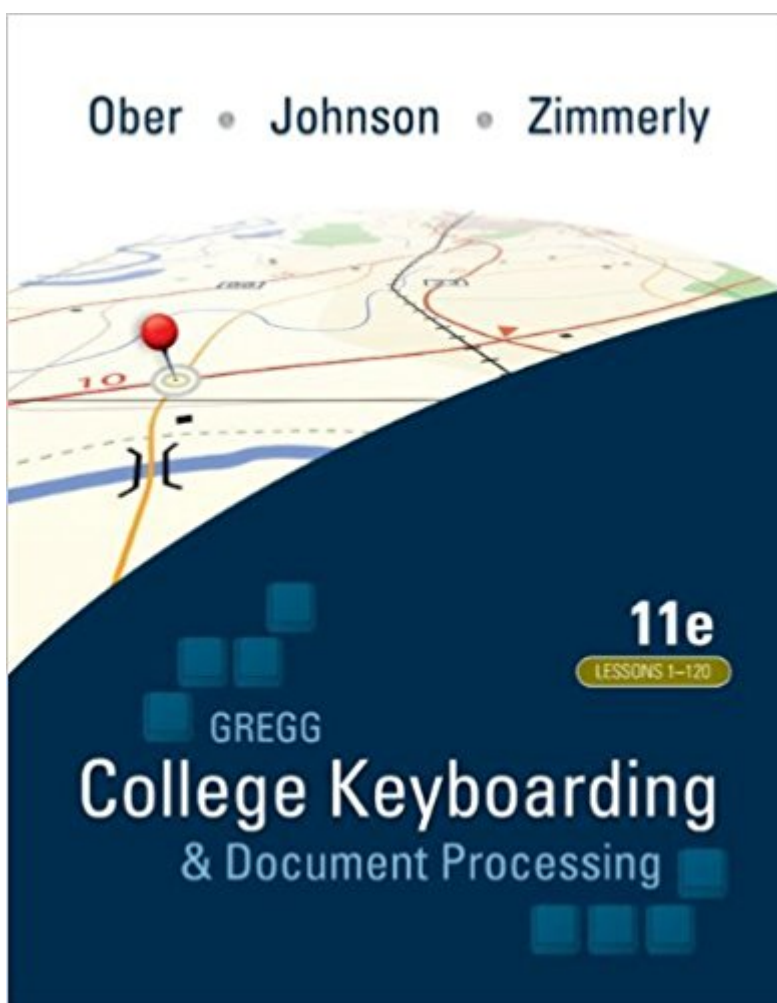**The book was found**

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

Scot Ober (Ph.D, Ohio State) is a full-time consultant in business communication and document

processing. Prior to his consulting career, Dr. Ober was Professor of Business at Ball State University. In addition to having taught Business Communication for over twenty years, he served as Editor of the Business Communication Quarterly for 1995 and 1996 and conducted an MBA-level Distance Learning Program through Ball State University.Johnson is Director of Business Education Department of Business Management and Business Systems West Georgia College, Carrollton, GA.

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It came with the GDP activation code and all the books I needed for my college course.

This is a great item for class. It has the large teaching book with a smaller "reference" book (gives examples of proper document formatting & abbreviations). My only complaint is the "easel" that is included: it's cardboard, had a 1/2" base/"edge" to rest a 3" book! I ended up buying a different easel (metal, with a larger base) just to hold the book in place because the cardboard one was not big enough for the book.

I was very skeptical about buying this because I could not get a clear answer as to if it came with an access code and if it even worked if it did come with one. It came in a box with the cover looking like the picture. It contained a hard cover spiral text book, a student word manual, a cardboard easel and the registration card with access code (which worked). I would recommend to buy if your looking for a cheaper buy than the college bookstore.

Ordered this because it included access code per item description. But when the book came, access code did not work. On calling the publisher, they informed the code has already been used. I had to buy access code separately paying for a full book

It worked for me.

excellent

Even if you are a fast typist (like myself), this book will increase your speed. If you've never typed before, it's designed to make you a typist in no time. Easy to follow all the lessons.

Gregg College keyboarding & Document Processing,11th edition (Lesson 1- 120) Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, main text (P.S. Keyboarding) Microsoft Office Word 2010 Manual to accompany Gregg College Keyboarding & Document Processing, 11th Edition Gregg College Keyboarding & Document Processing, Kit 1, Lessons 1-60: with Word 2007 Manual, 11th Edition Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding (Available Titles Keyboarding Pro Deluxe) Keyboarding Course, Lesson 1-25 with Keyboarding Pro 6: College Keyboarding Gregg College Keyboarding & Document Processing: Lessons 1-60 Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60, main text Gregg College Keyboarding & Document Processing Kit 1: Lessons 1-60 With Word 2010 Manual Gregg College Keyboarding & Document Processing (GDP); Lessons 1-20 text Keyboarding and Word Processing, Complete Course, Lessons 1-110: Microsoft Word 2013: College Keyboarding Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2010 (Available Titles Keyboarding Pro Deluxe) Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral bound Glencoe Keyboarding With Computer Applications, Microsoft Office 2007, Student Manual (JOHNSON: GREGG MICRO KEYBOARD) Glencoe Keyboarding with Computer Applications, Microsoft Office 2007, Applications 1-150, Student Manual (JOHNSON: GREGG MICRO KEYBOARD) Electronic Document Preparation and Management for CSEC Study Guide: Covers latest CSEC Electronic Document Preparation and Management syllabus. Keyboarding and Word Processing Essentials, Lessons 1-55, Spiral bound Version Legal Office: Document Processing (with Template) The Kids' College Almanac: A First Look at College (Kids' College Almanac: First Look at College) New York 1926 Hockey: Back To School Composition Notebook, 8.5 x 11 Large, 120 Pages College Ruled (College Ruled Diary)

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