

Internet Ready/Home Version

GREGG

# College Keyboarding & Document Processing

9th Edition  
Lessons 1–120

For Use With:  
MS® Word  
2000/2002/2003

Ober  
Johnson  
Rice  
Hanson

**Additional Student  
Materials Required:**

- Textbook
- Word Processing Manual

# Gregg College Keyboarding Document Processing

**Scot Ober, Jack E. Johnson, Arlene  
Zimmerly**



## **Gregg College Keyboarding Document Processing:**

**Gregg College Keyboarding and Document Processing (Gdp); Lessons 1- 120, Main Text** Scot Ober,Jack E. Johnson,Arlene Zimmerly,2016-02 Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, main text  
Scot Ober,2010 **Gregg College Keyboarding & Document Processing (Gdp); Lessons 1-60 Text** Scot Ober,2016-10-13 Gregg College Keyboarding and Document Processing (Gdp), Lessons 61-120, Student Text Scot Ober,2002 **Gregg College Keyboarding and Document Processing (GDP)** Scot Ober,Jack E. Johnson,Arlene Zimmerly,2005-02-01 **Gregg College Keyboarding & Document Processing (GDP), Lessons 1-60 text** Scot Ober,Arlene Zimmerly,Jack Johnson,2005-01-18 Step by step instructions for using all Word 2000 Word 2002 and Word 2003 features E mail presentations international formatting rules and critical thinking skills reflect changing technology and workplace needs Misstroke Analysis and Prescriptive MAP software diagnoses the user s skills and provides personalized prescriptions for skill building Real world content connections Career Tips and Internet Tips enhance the learning environment *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-20 text* Arlene Zimmerly, MA,Jack E. Johnson, Dr.,Scot Ober,2010-04-02 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 that cohesively 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 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 GDP 11 automatically scores for keyboarding errors 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 Gregg College Keyboarding Document Processing 8e Lesson 1-180 Package  
Ober,1998-02 **Gregg College Kybrdng Doc Processing Msword 2016** OBER,SCOT. JOHNSON OBER (JACK. ZIMMERLY, ARLENE.),2016-07-10 **Gregg College Document Processing for Windows** Scot Ober,1997 **Gregg College Keyboading & Document Processing (GDP); Lessons 61-120 text** Jack E. Johnson, Dr.,Scot Ober,Arlene Zimmerly, MA,2010-04-02 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 *Tests and Solutions*

*Manual Gregg College Keyboarding & Document Processing* ,2006      **Gregg College Keyboarding & Document Processing (GDP), Lessons 121-180 text** Jack Johnson,Scot Ober,Arlene Zimmerly,2005-02-07      *Gregg College Keyboarding and Document Processing for Windows* Glencoe/McGraw-Hill,1996-12-01      Gregg College Keyboarding and Document Processing (GDP), Lessons 121-180, Student Text Scot Ober,Jack E. Johnson,Arlene Zimmerly,2001-08 After a brief review of basic document processing techniques Gregg College Keyboarding and Document Processing 9e Lessons 121 180 by Ober et al places the student in an actual office in various industries for example hospitality electronics government legal and medical where students not only have to process documents but also exhibit other necessary office skills such as prioritizing work simulated transcribing of dictation documents that contain no capitalization or punctuation incomplete directions and composing correspondence Students who complete this course will be office tested and ready to succeed on the job Skillbuilding is stressed in every unit      **Gregg College Keyboarding and Document Processing (GDP), Lessons 1-120, Home Version** Scot Ober,2001-08-01      *Gregg College Keyboarding and Document Processing for Microcomputers, Complete Course* Scot Ober,1993      **Gregg College Keyboarding and Document Processing (Gdp), Lessons 61-120, Student Text** Scot Ober,2002      **Gregg College Keyboarding and Document Processing (GDP), Lessons 1-20, Home Version** Scot Ober,2001-08      **Gregg College Keyboarding and Document Processing (Gdp), Lessons 1-60, Kit 1,Word 2000** Ober,2001-08

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