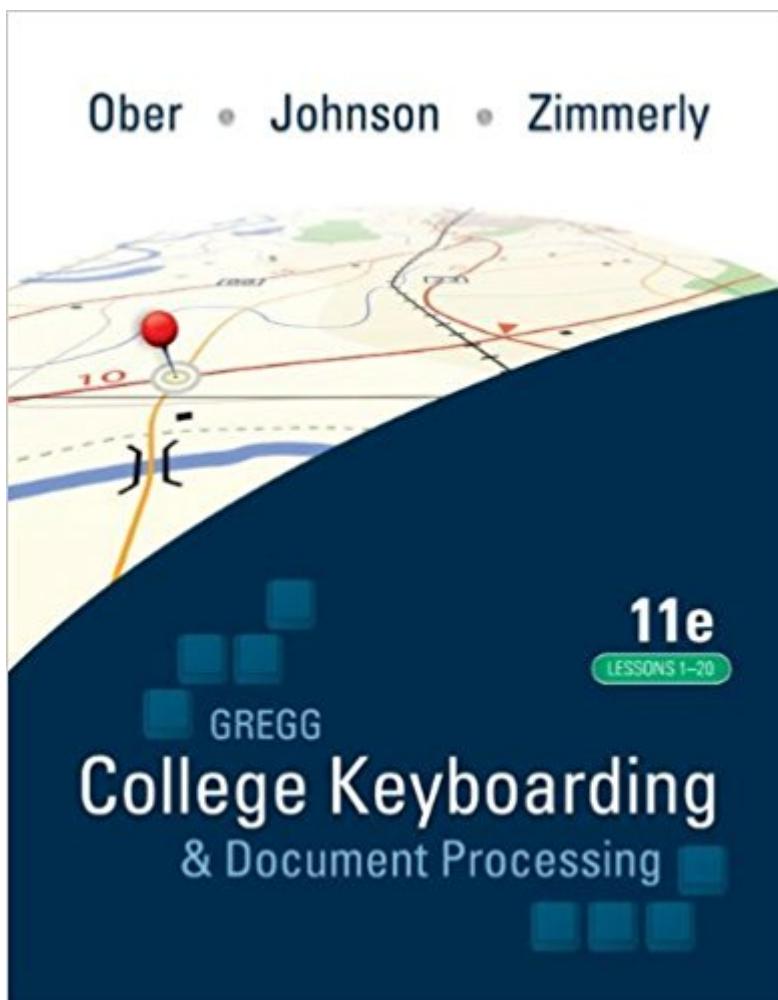


The book was found

# Gregg College Keyboarding & Document Processing (GDP); Lessons 1-20 Text



## **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 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.

## **Book Information**

Spiral-bound: 160 pages

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Product Dimensions: 8.7 x 0.3 x 10.8 inches

Shipping Weight: 6.4 ounces (View shipping rates and policies)

Average Customer Review: 3.0 out of 5 stars 13 customer reviews

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## **Customer Reviews**

I like this textbook it is really helping me to improve my keyboarding skills.

I am so disappointment, this should come with the key and cd. At the college book store it is coming

with complete kit for \$113. I will send it back. Because I need the whole kit to continue in my class.

i got the wrong text book how do i refund 0 stars

Very useful and easy to use book to learn typing!

This typing course was great, I improved my typing speed by 10-15 WPM by completing the assignments...I didn't even put much effort into it.

Easy to follow my assignments. Also, the shipping was fast. Thanks

i bit of damage but it's ok

Was listed as "new" which is what I need as the access codes that come with it new are required. What I actually got was the workbook only not in the box and no access codes.. Was a waste of money and time as I have to return it and start over again to get a real "new" book. Very angry

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