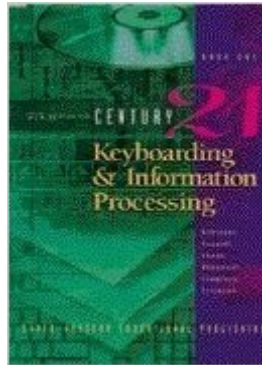


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# CENTURY 21 Keyboarding & Information Processing: Book One, 150 Lessons



## Synopsis

Century 21 Keyboarding & Information Processing--Book One gives appropriate attention to keying and formatting and lays a foundation for information processing. Emphasis moves from the simplest and most basic to the more complex and less often used. The amount of time and emphasis given to each facet of learning is carefully geared to the difficulty of the learning task and the level of skill required for the effective performance.

## Book Information

Series: Ta - Typing/Keyboarding

Hardcover: 359 pages

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Language: English

ISBN-10: 0538648937

ISBN-13: 978-0538648936

Product Dimensions: 0.8 x 8.8 x 11.5 inches

Shipping Weight: 2.8 pounds

Average Customer Review: 4.6 out of 5 stars [See all reviews](#) (5 customer reviews)

Best Sellers Rank: #323,965 in Books (See Top 100 in Books) #44 in [Books > Business & Money > Skills > Secretarial Aids & Training](#) #121 in [Books > Children's Books > Education & Reference > Money & Saving](#) #463 in [Books > Children's Books > Computers & Technology](#)

## Customer Reviews

I bought this book for a friend who wants to learn to keyboard, but is a little intimidated by computer typing programs. It is a comprehensive book which reminds me very much of the one I used to learn typing (many years ago) in high school.

If you are looking for a good textbook for a beginners keyboarding class; this is great. Instructions are very clear for lesson planning

Great book for homeschoolers! My 11-year-old can do each lesson in 20-30 minutes, which seems about right for keeping the attention.

there was nothing wrong with the book, its just an older version than I was expecting.

good book

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