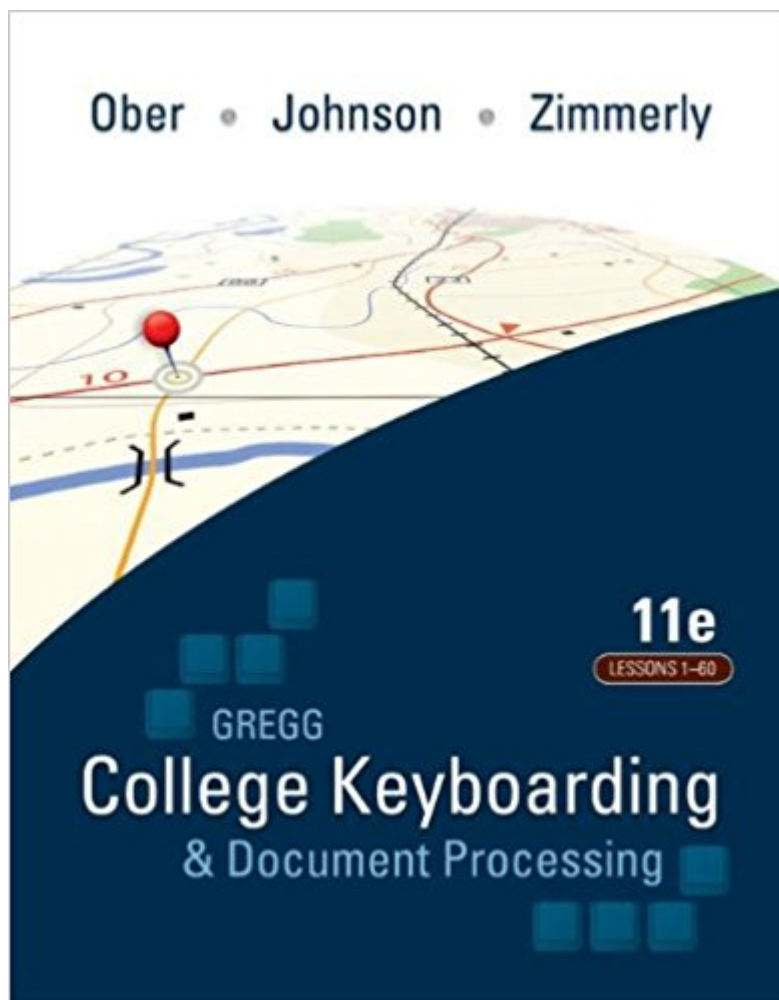




Ebook Directory
the best source of ebook

The book was found

Gregg College Keyboarding & Document Processing, Kit 1, Lessons 1-60: With Word 2007 Manual, 11th Edition



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

Misc. Supplies: 231 pages

Publisher: McGraw-Hill Education; 11 edition (May 10, 2010)

Language: English

ISBN-10: 0077361393

ISBN-13: 978-0077361396

Product Dimensions: 9.5 x 1.7 x 11.7 inches

Shipping Weight: 3 pounds (View shipping rates and policies)

Average Customer Review: 3.9 out of 5 stars 142 customer reviews

Best Sellers Rank: #999,204 in Books (See Top 100 in Books) #91 in Books > Law > Law

Practice > Law Office Education #133 in Books > Business & Money > Skills > Secretarial Aids & Training #235 in Books > Computers & Technology > Software > Microsoft > Microsoft Word

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.

I rented this textbook and it was a used one that I received. The textbook itself is fine and there was some writing in it but nothing bothersome. The textbook didn't come with an access code so beware of that rental textbooks does not always come with access code. I had to buy an access code separately through the publisher for \$72 in order to do the assignments. But still, the rental cost + the access code fee is still cheaper than buying the book. But if you need it for more than one semester than it may be cheaper to buy it.

I took a chance in ordering this text book I needed for college class, as I knew I needed the online access code to GDP11. The product description mentions GDP11, but does not explicitly say it includes online access code needed. However, as it was much cheaper on than at my school book store, I gave it a shot figuring I could buy the online access, and it would still be cheaper. It DID NOT come with the online access code, and is only the spiral bound Lesson 1-60 book(I choose spiral option as it is cheaper). If you need any other items that may come packaged with this item through a bookstore, this is not it.

What can I say, the Gregg College Keyboarding & Document Processing kit is exactly what it claims to be and does exactly what it's supposed to do. The difference though is that I saved over \$60 by buying this kit through .com vs going to my college bookstore. Some of the other reviewers claim that their kits didn't come with a functioning product key for the software; I ordered my book through Prime (not some 3rd party retailer on) so I knew I was going to receive an actual, new book. had my package sitting on my doorstep less than a day and a half later, and everything was shrink wrapped and the product key worked flawlessly. When says they'll send you a "new" product they truly do send you a "new" product, you just have to ensure that you buy it directly from .

kinda sucks

excellent

delivered... They provided me with my order just as advertised. I saved almost 30% off from the purchase price at the book store. I am a struggling "new" student, and when I went to my first class, we already were given assignments due for the next class. But I hadn't bought my text-book yet (like most of the class). Well I didn't want to get to far behind, and was told about .com. It was quick and easy. I would recommend them to anyone, and have. Give them a try, I think you'll be back, I know I will! J.L.B. ~ Saddleback College

When I received this book, there was no indication it was a "new" book. It was very poorly (partially) shrink wrapped and missing the product key for online usage. I contacted immediately and was issued a replacement that arrived the next day. Again, it was not NEW and again missing the key. I contacted them again and received a refund and a credit for my trouble. Do yourself a favor, buy this at your college book store and save yourself the trouble. It's worth the extra \$90+ you will spend to get the right product and no hassle. I'm impressed with how handled the situation, but this product should be removed from stock until this issue is resolved.

You failed to provide the access code for the book!!! At \$114 the code was supposed to be included and received like everyone else received a code in your comment. This is an utter FAIL! School has already started and now I'm going to be behind until I receive my code. The book alone can be purchased for a buck or two!

[Download to continue reading...](#)

Gregg College Keyboarding & Document Processing, Kit 1, Lessons 1-60: with Word 2007 Manual, 11th Edition Gregg College Keyboarding & Document Processing Kit 1: Lessons 1-60 With Word 2010 Manual 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 Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding (Available Titles Keyboarding Pro Deluxe) Gregg College keyboarding & Document Processing, 11th edition (Lesson 1- 120) Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles And Word Scrambles (Word Games, Brain Games, Word Search, Word Search Games, Word ... Scramble, Word Scrabble, Unscramble Word) Gregg College Keyboarding & Document Processing: Lessons 1-60 Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60, main text 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, Lesson 1-25 with Keyboarding Pro 6: College Keyboarding 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) Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral bound Keyboarding and Word Processing Essentials, Lessons 1-55, Spiral bound Version Drafting 2007-2008: 2007 Edition |a 2007 ed. (Blackstone Bar Manual) Electronic Document Preparation and Management for CSEC Study Guide: Covers latest CSEC Electronic Document Preparation and Management syllabus. AAA Caribbean Including Bermuda Tourbook: 2007 Edition (2007 Edition, 2007-100207)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)