



# Basic Keyboarding And Formatting

**American Council on Education**



## **Basic Keyboarding And Formatting:**

**Century 21 Keyboarding, Formatting, Document Processing, Book 1** Jerry W. Robinson, Hoggatt, Shank, 1991  
Students learn the skills needed to succeed in the workplace today and tomorrow using the proven highly successful pattern of basic skill development characterized in prior editions Three volume format includes the Complete Course with 300 lessons Book One with 150 lessons and Book Two with 150 lessons This edition introduces terminology concepts and functions of electronic equipment continues instructions systematically throughout and provides a number of activities using rough draft and hand written copy *Basic Keyboarding and Formatting Applications*  
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