Keyboarding & Word Processing, Complete Course, Lessons 1-120

By Susie VanHuss, Connie Forde, Donna Woo

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This comprehensive text, provides three semesters of keyboarding and word processing instruction. All 120 lessons are in one convenient text, so students can advance from beginner to expert user without having to change texts.

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Editorial Review

Review
1 Alphabetic Keys. 2 Numeric and Symbol Keys. 3 Word Processing Basics. 4 Business Letter Formats. 5 Simple Reports. 6 Table Basics. 7 Edit Business Documents. 8 Newsletter and Electronic Documents. 9 Selkirk Communications Project. 10 Document Review. 11 Mail Merge. 12 Enhancing Document Formatting. 13 Table Mastery. 14 Report Mastery. 15 Pacific Newport Medical Group Project. 16 Macros and Forms. 17 Styles and Master Documents. 18 Workgroup Collaboration. 19 Employment and Online Documents. 20 Horace Mann Associates.

About the Author
Susie H. VanHuss, Ph.D., received her B.S. degree from the University of Southwestern Louisiana and her MBA and Ph.D. degrees from Indiana University. Her teaching specialties include business communications, administrative systems, and personnel management. She has authored numerous best-selling textbooks in communications, keyboarding and word processing, and office technology. In additional, Dr. VanHuss has written numerous journal articles and has served on the editorial review boards of several leading business education journals.

Dr. Connie M. Forde is a full professor in the Department of Instructional Systems, Leadership, and Workforce Development at Mississippi State University where she teaches and advises in the technology teacher education and information technology services degree programs and the master's and doctoral programs in technology. She has served as co-author on the College Keyboarding team for several editions as well as co-authored a number of word processing and integrated applications simulations. Dr. Forde is a recognized speaker and contributor to the professional literature. Additionally, she has served as president of both the National Business Education Association and the Southern Business Education Association.

Dr. Donna L. Woo is an Instructor and Department Coordinator for Information Systems/Office Automation for Cypress College and Associate Director of Education at Pacific College. She received her B.A. and M.A. in Business Education at Michigan State University and has her Ed.D. from Nova University. Donna is a Kellogg Fellow, a member of Phi Kappa Phi, and Delta Pi Epsilon. Her industry experience includes working for IBM and General Motors. She authored several word processing textbooks and has worked on several editions of College Keyboarding.

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