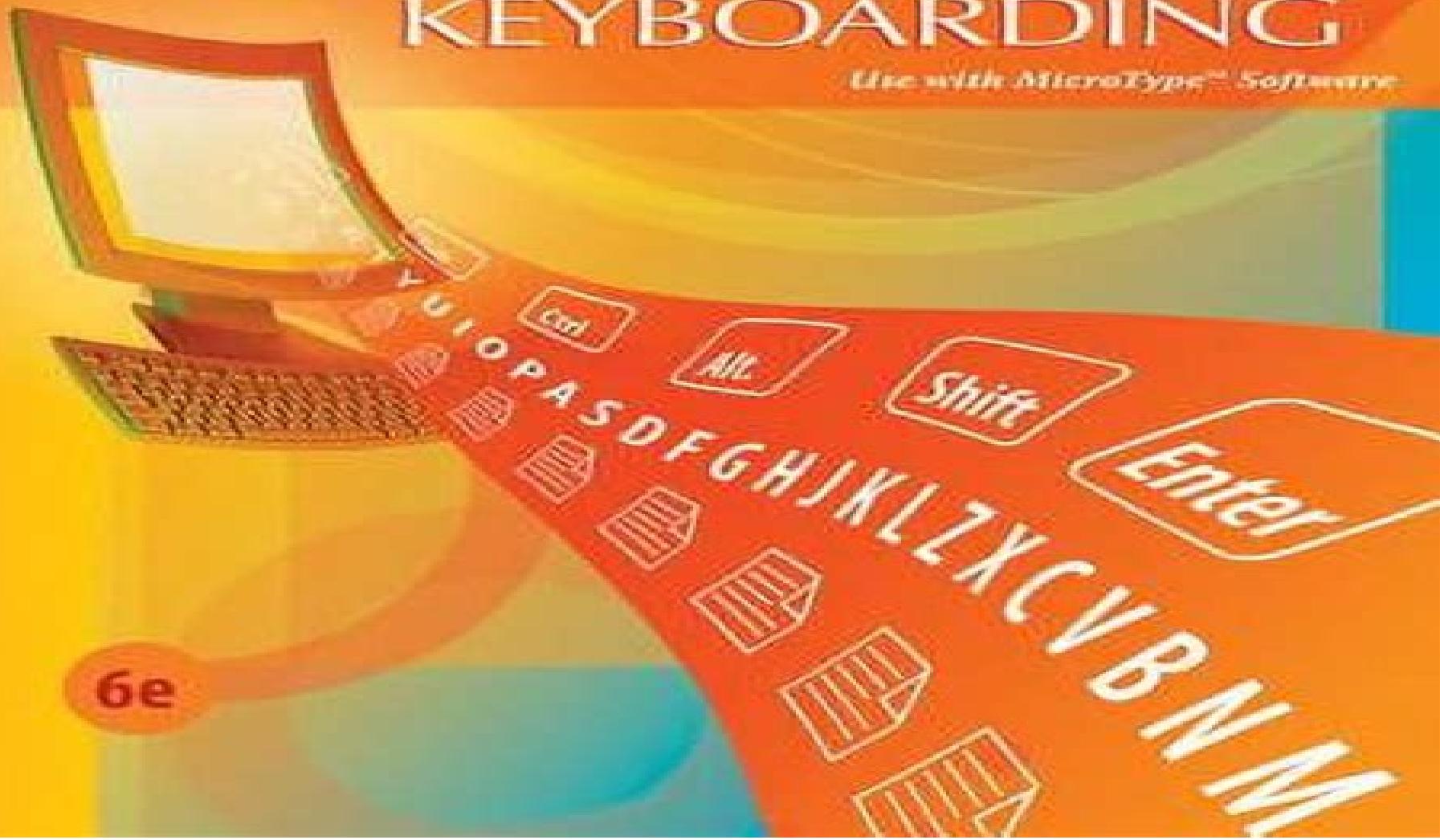


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Applied Keyboarding Jerry W. Robinson,Lee R. Beaumont,Ownby,Jon A. Shank,Jack P. Hoggatt,1994 Provides directions and exercises for basic skill building in keyboarding for both typewriters and computers *Microcomputer Keyboarding and Document Processing* Jack E. Johnson,1996 Everything you need for effective keyboarding instruction is here in one complete program The highly acclaimed 150 lesson student text combined with all in one courseware and a wide selection of classroom resources provides the effective instruction your students need for tomorrow s workplace

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