Applied Keyboarding

Jerry W. Robinson, Jack P. Hoggatt, Jon A. Shank, Ownby, Lee R. Beaumont

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Applied Keyboarding Jerry W. Robinson, Jack P. Hoggatt, Jon A. Shank, Ownby, Lee R. Beaumont Speed and accuracy are stressed as students master basic keyboarding and optional word processing skills. including use of alphabetic keys, numeric keys, and document formatting.

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