Century 21™ Computer Keyboarding, Lessons 1-80 (Century 21 Keyboarding)

By Jack P. Hoggatt, Jon A. Shank

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CENTURY 21 COMPUTER KEYBOARDING provides everything you need for in a one-semester course covering new-key learning, document formatting, and word processing. This latest edition helps students prepare for a lifetime of keyboarding success with innovative solutions updated to reflect today's business challenges. Trust the leader who has taught more than 85 million people to type-- bringing 100 years of publishing experience and a century of innovations together in a complete line of keyboarding solutions.

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Editorial Review

Review
"I really liked the content and updated material contained in the Skill Builders and I thought that they were relevant to today's students. I also loved the Communication Skills. They were very appropriate for today's learners."

"I love the color scheme! The bright colors are so appealing to the eye and up-to-date. Colors are definitely the "in" thing right now in the decorating and fashion world, so why shouldn't our textbooks be bright and cheerful as well?...The layout and organization is a definite strength of the sample manuscript. Instructions are clear and easy to follow."

"An important strength lies in the content being so up-to-date. I love the inclusion of correct procedure for email communication and the inclusion of how to perform various formatting using a word processor--Word (which is the most popular). Another strength is the explicit detail of 'how to' instruction, and then the many practice exercises that follow. The exercises also increase in degree of complexity for the student which provides the students challenges and allows for opportunity to utilize Office features. I really liked the application activity in Office Features 3."

"The use of the color is very well done, using various colors to emphasize one activity and then another. One thing I really like on this page is in activity 1. I like the way it shows the students what they will be doing: left tab, decimal tab, right tab with leaders, first line indent, and hanging indent. I like that the students can see those headings and right below each one is an example of what that will look like. What a great tool for teaching the concepts and then to use a reference as the year moves on. Great job on that!!!"

"The strengths (of the manuscript) are simple explanations; easy to understand; great examples, incorporating uses into the skills they learn; loved the activities where the students exchanged files to practice tracking; great way to engage students; variety of activities should keep students engaged in learning and practicing new formats; interspersing of a variety of formatting skills…"

About the Author
Dr. Jack P. Hoggatt is Department Chair of the Department of Business Communications at the University of Wisconsin-Eau Claire. He has taught courses in Business Writing, Advanced Business Communications, and the communication component of the university's Master in Business Administration (MBA) program. Dr. Hoggatt has held offices in professional organizations and has received the Outstanding Post-Secondary Business Educator Award in Wisconsin. He has served as an advisor to local and state business organizations. Dr Hoggatt is involved with his community and the school activities of his children.

Dr. Jon Shank is a retired Professor of Education (Emeritus) at Robert Morris University in Moon Township, Pennsylvania. Dr. Shank served as Dean, School of Applied Sciences and Education for more than 20 years before returning to the classroom. He taught keyboarding and word processing methods to undergraduate and graduate students seeking business education certification. Over the years, he has served in numerous leadership positions in business education professional associations, as a consultant to many school districts, and on many advisory committees for school districts and the Pennsylvania Department of Education.

Users Review

From reader reviews:

Jennifer Darby:

The book Century 21™ Computer Keyboarding, Lessons 1-80 (Century 21 Keyboarding) make you feel enjoy for your spare time. You can utilize to make your capable much more increase. Book can to be your best friend when you getting stress or having big problem using your subject. If you can make studying a book Century 21™ Computer Keyboarding, Lessons 1-80 (Century 21 Keyboarding) to become your habit, you can get considerably more advantages, like add your own capable, increase your knowledge about many or all subjects. You are able to know everything if you like open up and read a guide Century 21™ Computer Keyboarding, Lessons 1-80 (Century 21 Keyboarding). Kinds of book are a lot of. It means that, science guide or encyclopedia or some others. So , how do you think about this guide?

Beth Stewart:

This Century 21™ Computer Keyboarding, Lessons 1-80 (Century 21 Keyboarding) tend to be reliable for you who want to be considered a successful person, why. The reason of this Century 21™ Computer Keyboarding, Lessons 1-80 (Century 21 Keyboarding) can be on the list of great books you must have is actually giving you more than just simple reading through food but feed you with information that maybe will shock your earlier knowledge. This book will be handy, you can bring it all over the place and whenever your conditions at e-book and printed people. Beside that this Century 21™ Computer Keyboarding, Lessons 1-80 (Century 21 Keyboarding) forcing you to have an enormous of experience for example rich vocabulary, giving you trial run of critical thinking that we know it useful in your day activity. So , let's have it and revel in reading.

David Veal:

The particular book Century 21™ Computer Keyboarding, Lessons 1-80 (Century 21 Keyboarding) has a lot associated with on it. So when you make sure to read this book you can get a lot of profit. The book was authored by the very famous author. The writer makes some research just before write this book. This book very easy to read you can find the point easily after looking over this book.

Syble Mills:

Century 21™ Computer Keyboarding, Lessons 1-80 (Century 21 Keyboarding) can be one of your beginner books that are good idea. All of us recommend that straight away because this book has good vocabulary that may increase your knowledge in language, easy to understand, bit entertaining but nevertheless delivering the information. The author giving his/her effort to get every word into enjoyment arrangement in writing Century 21™ Computer Keyboarding, Lessons 1-80 (Century 21 Keyboarding) although doesn't forget the main level, giving the reader the hottest and based confirm resource details that maybe you can be considered one of it. This great information may drawn you into brand new stage of crucial thinking.

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