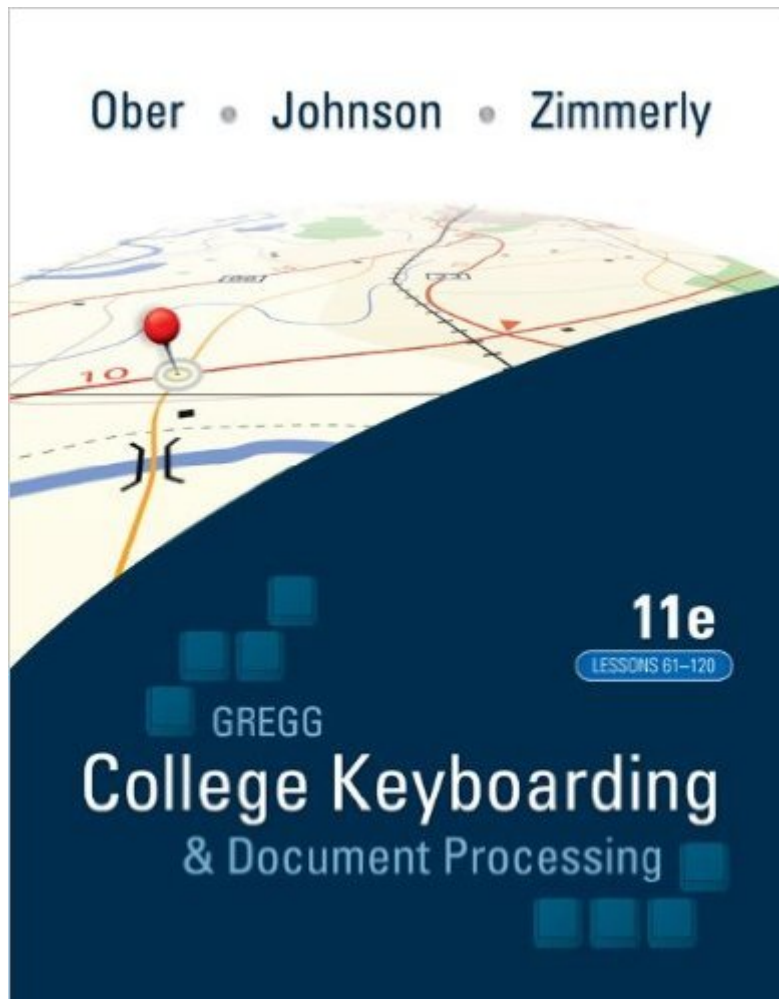


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# Gregg College Keyboarding & Document Processing (GDP); Lessons 61-120 Text



## Synopsis

Gregg College Keyboarding and Document Processing (GDP), 11e by Ober, Johnson, and Zimmerly: Your complete learning/teaching system. Your guide to success. GDP/11 is an integrated keyboarding system designed to process and score documents created in Microsoft Word. Together, the book and software systematically lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software has grown into an online functionality. The same program is now web-based with seamless updates to provide greater accessibility for use at home, in class, and in labs - perfect for distance learning! Strong enhancements to the book while maintaining key elements including integrated language arts (starting at lesson 21) support the cohesive program's strong content. Skillbuilding is reinforced with MAP+ (Misstroke Analysis and Prescription). MAP+ is an individualized, diagnostic tool that is built into the software to help identify student's strengths and weaknesses while providing prescriptive drills to help them practice where they need it most. Also, MAP+ now has new, unlimited drill lines that begin at Lesson 1. Additionally, GDP/11 automatically scores for keyboarding errors and now formatting errors too! As a result, instructors will appreciate the customization of course management tools in GDP/11, including the new GPS (Grade Posting System) which allows complete flexibility in setting up grades. GDP/11 your complete learning/teaching system. Your guide to success.

## Book Information

Spiral-bound: 368 pages

Publisher: McGraw-Hill Education; 11 edition (April 2, 2010)

Language: English

ISBN-10: 0077319400

ISBN-13: 978-0077319403

Product Dimensions: 8.9 x 0.8 x 10.7 inches

Shipping Weight: 1.2 pounds (View shipping rates and policies)

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Best Sellers Rank: #80,350 in Books (See Top 100 in Books) #12 in [Books > Business & Money > Skills > Secretarial Aids & Training](#) #22 in [Books > Computers & Technology > Software > Microsoft > Microsoft Word](#) #61 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#)

## Customer Reviews

I won't comment too much on the book and software, assuming that others have used the 1-60 textbook and program. Software can sometimes be sketchy online and overly nit-picky, but it's a great guide for intermediate typists and documenting--though I am more taking this for my major and know a lot of it already. I purchased it used and it was as described, turning out to be in great condition. I just wanted to say that if you've already purchased the full 1-60 kit of this series, which should include the manual and keycode, you should be able to access your keycode just fine still and without repurchasing it--something used-book folks will probably appreciate. So I would definitely check first. If, however, you have not done the class based on the first kit, you're likely going to need to purchase the keycode if you get book used. This can be done directly through the website that's associated with the book. You'll also need to change your profile to reflect the right class and teacher via the program.

What it says on the tin. Not like new at all. Even with the frayed corners, a creased cover page, and water stains, I could still make use of this book. BUT open the book, and the pages are littered with hand-written notes and markings of previous owners. The book is definitely used one, but not like new at all. Not even "Good" in my opinion.

While this was a great book and shipper was superb, beware if your school uses the GDP program for it has an enormous amount of flaws and errors in it.

It is okay. I need it for a class. The book is in good shape though. Thanks. I know how to type, just needed it for a class I'm taking.

It's great was very helpful for class.. Received instructors addition so I had an upper hand in finishing class quicker..

Love that I didnt have to buy this book and just read it via my Kindle Fire. The price was excellent!

I got the package and than is I need the book. I will proces to my friend or my classmate.

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