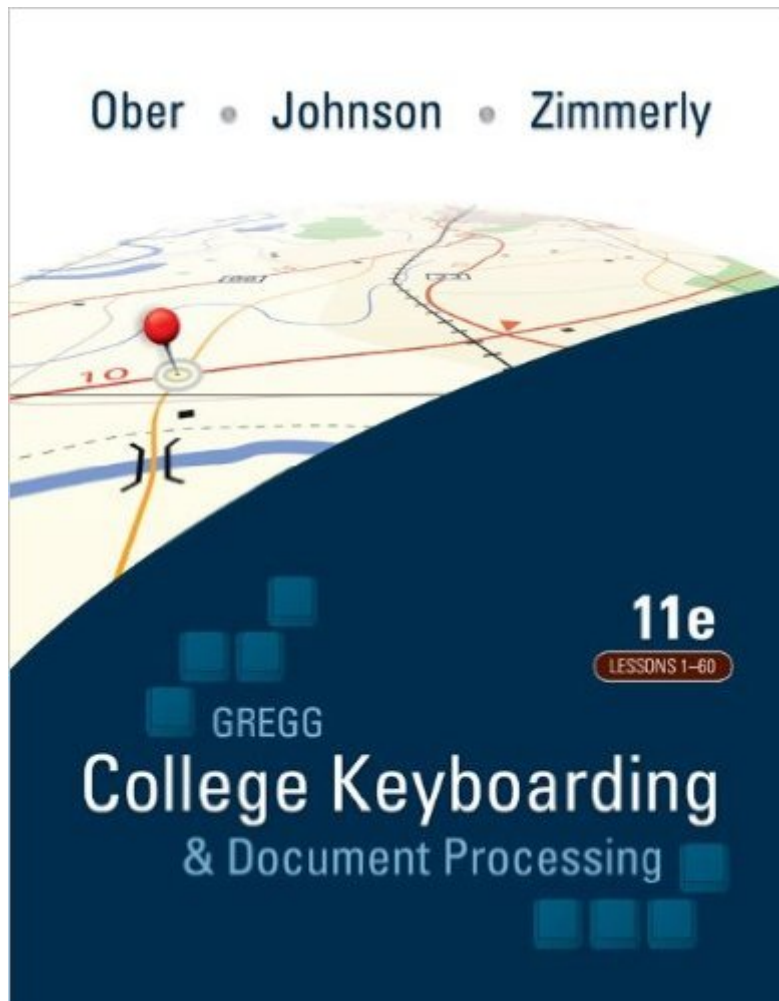# Gregg College Keyboarding & Document Processing: Lessons 1-60

# 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.Note: This item do not include access code.

# Book Information

Spiral-bound: 320 pages

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Product Dimensions:  9 x 0.8 x 10.8 inches

Shipping Weight: 1.4 pounds

Average Customer Review:  3.9 out of 5 stars  See all reviews  (134 customer reviews)

Best Sellers Rank: #71,380 in Books (See Top 100 in Books)   #18 in  Books > Computers & Technology > Software > Microsoft > Microsoft Word   #54 in  Books > Computers & Technology > Software > Microsoft > Microsoft Office   #76 in  Books > Business & Money > Skills > Business Writing

# Customer Reviews

This product is the full "Kit 1," "11 e" for "Lessons 1 - 60" for "GDP/11" and it includes the Textbook, Student Word Manual, Software Registration Card (Access Code for on-line assignments), and an Easel (to prop your book on). I bought this product as "New" and "Ships from and sold by .com," because I did not want to risk not getting a good access code. I received a brand new, shrink-wrapped "Kit 1," so the access code worked perfectly! If I need an access code, I only buy products that are listed as "New" and "Ships from and sold by .com," because it is not worth the risk of getting a code which has already been used. I got this for just over $108, but at my school's bookstore it would have cost me over $160, so this is a great value, and is the exact same kit my bookstore was selling. I only wish .com had done a better job with the description, which is why I give this a four star review. I assumed it was the complete, new kit, but it did not say anything about the Access Code or Easel on 's description, so I was not sure. Also, it would have been nice to have a better title, and more pictures. There seem to be a lot of listings on for this type of package, but it was difficult to tell which was the correct one I needed. ISBN 978-0-07-746760-9 and Part of ISBN is 978-0-07-735660-6, whatever that means. There are also two MHID #'s next to the ISBN's.

What can I say, the Gregg College Keyboarding & Document Processing kit is exactly what it claims to be and does exactly what it's supposed to do. The difference though is that I saved over $60 by buying this kit through .com vs going to my college bookstore. Some of the other reviewers claim that their kits didn't come with a functioning product key for the software; I ordered my book through Prime (not some 3rd party retailer on ) so I knew I was going to receive an actual, new book. had my package sitting on my doorstep less than a day and a half later, and everything was shrink wrapped and the product key worked flawlessly. When says they'll send you a "new" product they truly do send you a "new" product, you just have to ensure that you buy it directly from .

The book appeared brand new eventhough it was sold as used. It was delivered promptly however the access code did not work so I still had to purchase a brand new book and lost the money I spent ordering this book on line:(.

I rented this textbook and it was a used one that I received. The textbook itself is fine and there was some writing in it but nothing bothersome. The textbook didn't come with an access code so beware of that rental textbooks does not always come with access code. I had to buy an access code separately through the publisher for $72 in order to do the assignments. But still, the rental cost + the access code fee is still cheaper than buying the book. But if you need it for more than one

semester than it may be cheaper to buy it.

I bought this item with the understanding that the access card has not been used. When i got to the class to try it, it din't work. I was frustrated and upset as I felt the advertising was false.Danielle the Customer Relations manager got in touch with me and apologized for the inconvience and had me reimbersed for the access code amount.I want to thank you, Danielle, for doing a great service and taking care of a very fristrating situation.

I needed this book for an advanced typing class at my junior college. I purchased it on  because it was $20 less expensive here than at the college book store.A word of caution: This book must be used in conjunction with an on-line teaching/lesson website. To log into the website, you need an unused access code that can only be used once to create a user account. If you buy a used book, the included access code has probably already been used, rendering the book alone worthless, unless you buy a new expensive access code from the publisher. The access code I received with my book purchased from  worked great.The reason I have rated this typing learning system only a three star is because of the vague instructions on some lessons, and the fact that a few times the website had a timeout (which could be mitigated with better written software). Because of timeouts, I lost my typed lesson several times and had to start over. Not the end of the world, but it is frustrating, and I hate to waste my valuable study time doing homework twice.

I was very reluctant on buying this kit for my college keyboarding class because I was worried that it wouldn't have all the things I needed. After reading what seemed like a million reviews I just went for it. This kit does come with the software registration card, the main textbook you will need to do your lessons, a student word manual, and a cardboard easel to put your text book on while you type. This kit is for lessons 1-60. It had everything I needed for my college class and it was A LOT cheaper. I saved about $80 buying it off  instead of through my bookstore. The program itself is very good. It explains things well and is easy to follow. So I recommend you buy this if you are going to college and don't want to spend a lot of money.

Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, main text Gregg College Keyboarding & Document Processing: Kit 2: (Lessons 61-120) w/ Word 2013 Manual Gregg College Keyboarding & Document Processing: Lessons 1-60 Gregg College Keyboarding & Document Processing (GDP); Lessons 1-20 text Gregg College Keyboarding & Document

Processing Kit 1: Lessons 1-60 With Word 2010 Manual Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding (Available Titles Keyboarding Pro Deluxe) Microsoft Office Word 2016 Manual for Gregg College Keyboarding & Document Processing (GDP) Keyboarding Course, Lessons 1-25 (with Keyboarding Pro 5 User Guide and Version 5.0.4 CD-ROM) (College Keyboarding) Gregg College Keyboading & Document Processing (GDP); Lessons 61-120 text Keyboarding and Word Processing, Complete Course, Lessons 1-110: Microsoft Word 2013: College Keyboarding Bundle: Keyboarding and Word Processing Essentials, Lessons 1-55, 19th +Keyboarding Pro DELUXE Online Lessons 1-55, 1 term (6 month) Printed Access Card Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2010 (Available Titles Keyboarding Pro Deluxe) Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral bound Keyboarding Course, Lessons 1-25: College Keyboarding Century 21 Keyboarding, Formatting, and Document Processing Keyboarding Course, Lesson 1-25 [With CDROM] (College Keyboarding) Keyboarding Course, Lessons 1-25 (Available Titles Keyboarding Pro Deluxe) Electronic Document Preparation and Management for CSEC Study Guide: Covers latest CSEC Electronic Document Preparation and Management syllabus. Keyboarding and Word Processing Essentials, Lessons 1-55, Spiral bound Version Keyboarding and Word Processing Essentials, Lessons 1-55