

CENTURY 21

THE ALBANY SCHOOL



Keyboarding & Word Processing

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Solutions Key Tx Century 21 Keyboarding And Word Processing

Jerry W. Robinson



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One gives appropriate attention to keying and formatting and lays a foundation for information processing Emphasis moves from the simplest and most basic to the more complex and less often used The amount of time and emphasis given to each facet of learning is carefully geared to the difficulty of the learning task and the level of skill required for the effective performance *Forthcoming Books* Rose Arny,1997-12 *Century Twenty-one Keyboarding, Formatting, and Document Processing* Jerry W. Robinson,1992 **Century Twenty-one Keyboarding, Formatting, and Document Processing** Jerry W. Robinson,1992

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