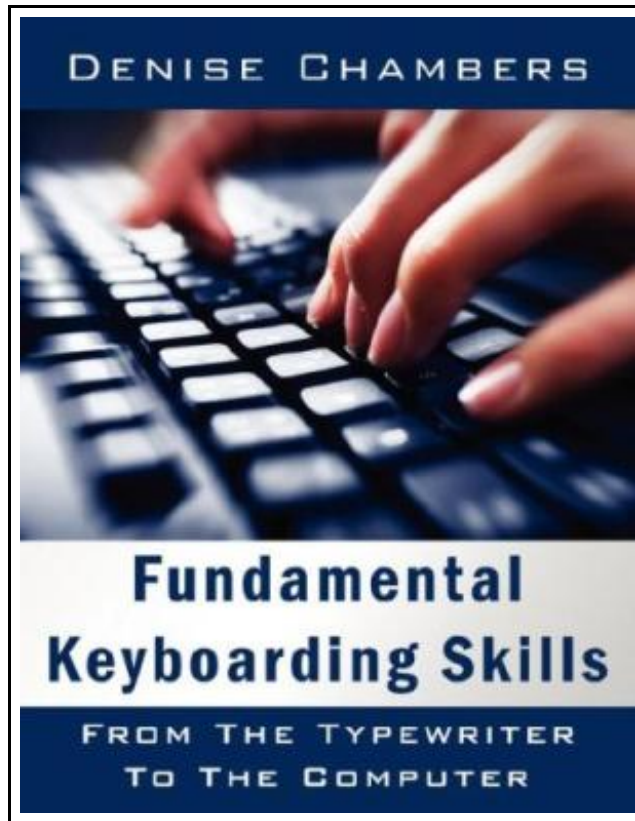


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AUTHORHOUSE, United States, 2008. Paperback. Book Condition: New. 285 x 208 mm. Language: English . Brand New Book ***** Print on Demand *****.Typing and developing keyboarding skills have a common goal from the typewriter to the computer the paper is formatted on 8-1/2 (across) by 11 (down) paper called the portrait position. Page 3 reviews common basics in measurement of how characters are perceived via the fonts on paper. Page 4 and page 11 depicts the descriptive process of left and right margins from the typewriter to the computer. Centering text and top and bottom margins continues on pages 4, 5, and 6. Descriptive accounts of the most commonly used Microsoft Word keys are illustrated and detailed on pages 7, 8, and 9. This book will sharpen your skills in the mechanics of keyboarding. Learn letters and hand placement on the keyboard, practice and then take the timed writing test to see how fast you can type. Learn how to set up your margins from the typewriter to the computer, hand placement of keys, spacing within text, the most frequently used Microsoft Word keys to include formatting and drawing keys, typing tables from the typewriter to the computer, components of a formal business letter. Skills in keyboarding will be enhanced. Reflect to memory all the techniques learned in this booklet. This book is a reference guide in understanding the evolution of keyboarding from the typewriter to the computer. This 13 page book is a must read and apply. Develop and sharpen your keyboarding skills in this easy read book today! This 13 page Keyboarding Ready Reference Guide Booklet crosses the old skills of typewriting with the new skills of keyboarding learned on the computer today. Centering tables from the typewriter to the computer, Centering margins: top, bottom, left and right from...



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