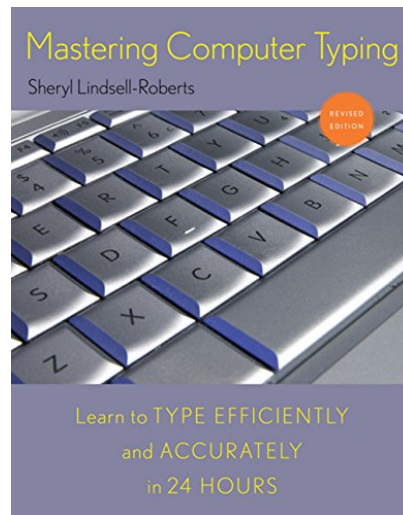


F.R.E.E Mastering Computer Typing, Revised Edition PDF



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F.R.E.E Mastering Computer Typing, Revised Edition by *by Sheryl Lindsell-Roberts*

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The best way to make your computer more efficient is to touch-type – to type without looking at the keyboard – and this book can teach you how to do just that. Mastering Computer Typing has been completely updated with all-new exercises and material on resumés, cover letters, email, blogs, instant messaging, and texting. Designed for self-instruction or classroom use, this book is the ideal choice for beginners who want to move from hunting-and-pecking to typing with ease, and for experienced typists who want to break bad habits and improve their accuracy. Practice exercises focus on subjects pertinent to today's business professional, so keyboarders gain business-writing know-how as they learn to type with maximum speed and efficiency. Users begin by typing simple words and proceed through a wide array of practical applications, including charts, tables, and columns; business letters, cover letters, and resumés; reports and manuscripts; and timely new sections on electronic messaging. Embedded in the user-friendly exercises are helpful tips on email etiquette, eight ways to get the results you want from your writing, and a section on "punctuation made easy." There is also an updated glossary of computer terms and advice on how to avoid "thumbitis" when typing on a PDA. Spiral-bound at the top for ease of use, Mastering Computer Typing is complete, comprehensive, and current and the only resource you'll need to perfect your typing skills.

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F.R.E.E Mastering Computer Typing, Revised Edition Review

This F.R.E.E Mastering Computer Typing, Revised Edition book is not really ordinary book, you have it then the world is in your hands. The benefit you get by reading this book is actually information inside this reserve incredible fresh, you will get information which is getting deeper an individual read a lot of information you will get. This kind of F.R.E.E Mastering Computer Typing, Revised Edition without we recognize teach the one who looking at it become critical in imagining and analyzing. Don't be worry F.R.E.E Mastering Computer Typing, Revised Edition can bring any time you are and not make your tote space or bookshelves' grow to be full because you can have it inside your lovely laptop even cell phone. This F.R.E.E Mastering Computer Typing, Revised Edition having great arrangement in word and layout, so you will not really feel uninterested in reading.