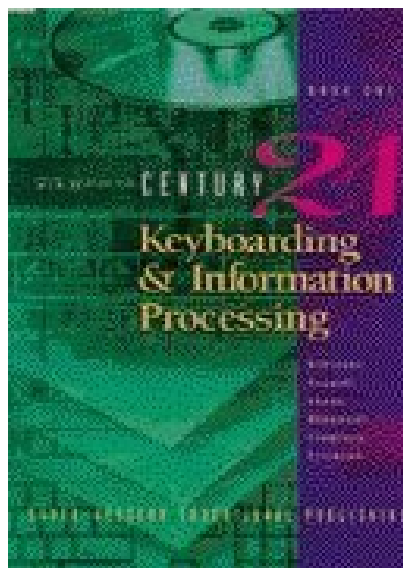


# F.r.e.e CENTURY 21 Keyboarding & Information Processing: Book One, 150 Lessons PDF



F.r.e.e CENTURY 21 Keyboarding & Information Processing: Book One, 150 Lessons by *by* By Jerry W. Robinson, Jack P. Hoggatt, Jon A. Shank, Lee R. Beaumont, T. James Crawford

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**F.r.e.e CENTURY 21 Keyboarding & Information Processing: Book One, 150 Lessons by by Jerry W. Robinson, Jack P. Hoggatt, Jon A. Shank, Lee R. Beaumont, T. James Crawford** Century 21 Keyboarding & Information Processing--Book 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.

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