

Synopsis

This text provides an easy-to-use approach to learning 10-key operation based on current business procedures. Students learn the touch method and solve both business and personal math problems. Step-by-step instructions make learning easy; pictures and explanations for reaches provide good visual cues; and sufficient drills develop workplace skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Book Information

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Customer Reviews

This book more than met my expectations for my class. I ended up with a very strong A out of my class, as the instructions given for each section was very well written.

This is a very good bargain compared to new at the campus. I have bought off here for over 2 yrs now for my college books. With no problems.

it really helps you with things in the "real world" but i won't say that i have a great love for math, haha. either way, you'll learn well!

It is what I needed for class. It was very cheap compared to the college's bookstore. Plus I got it right away.

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