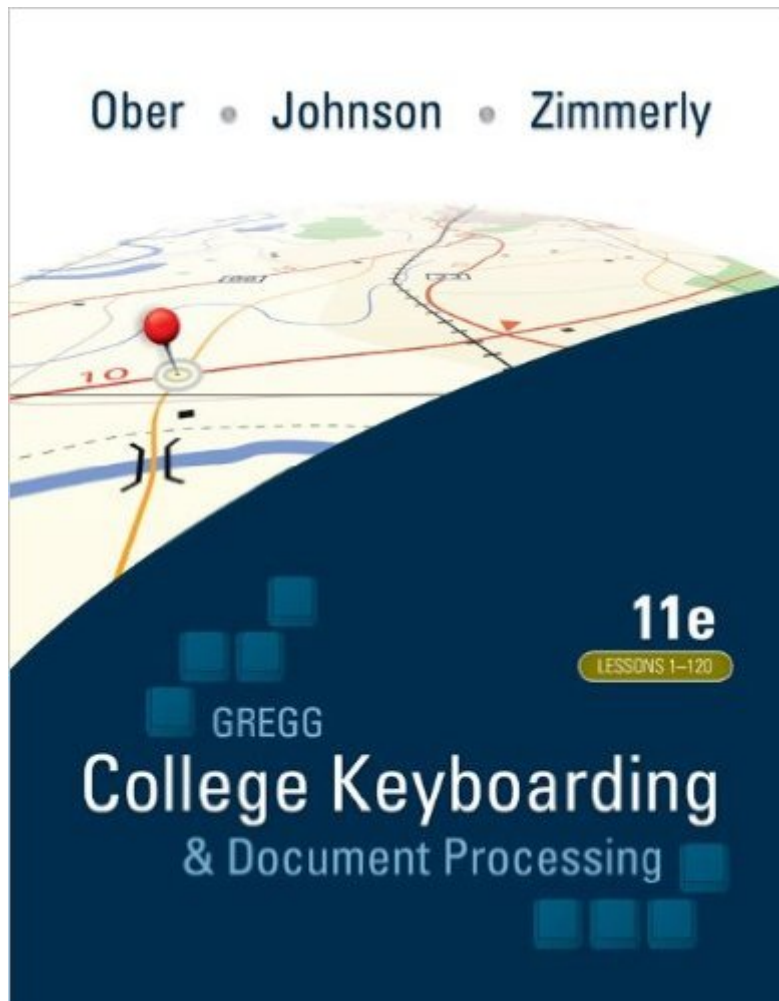# Ober: Kit 3: (Lessons 1-120) W/ Word 2013 Manual

Synopsis

Gregg College Keyboarding and Document Processing (GDP), 11e by Ober, Johnson, and Zimmerly: Your complete learning/teaching system. Your guide to success. GDP/11 is an integrated keyboarding system designed to process and score documents created in Microsoft Word. Together, the book and software systematically lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software has grown into an online functionality. The same program is now web-based with seamless updates to provide greater accessibility for use at home, in class, and in labs - perfect for distance learning! Strong enhancements to the book while maintaining key elements including integrated language arts (starting at lesson 21) support the cohesive program's strong content. Skillbuilding is reinforced with MAP+ (Misstroke Analysis and Prescription). MAP+ is an individualized, diagnostic tool that is built into the software to help identify student's strengths and weaknesses while providing prescriptive drills to help them practice where they need it most. Also, MAP+ now has new, unlimited drill lines that begin at Lesson 1. Additionally, GDP/11 automatically scores for keyboarding errors and now formatting errors too! As a result, instructors will appreciate the customization of course management tools in GDP/11, including the new GPS (Grade Posting System) which allows complete flexibility in setting up grades. GDP/11 your complete learning/teaching system. Your guide to success.

Book Information

Misc. Supplies

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Average Customer Review: 4.2 out of 5 stars See all reviews (83 customer reviews)

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Customer Reviews

hi i received this bundle in 2 days with free shipping, and the cost is much cheaper than in college

bookstore, my college is selling it for $170.00 and i saved a lot on , i am making others life easier by giving this review. it contains everything that you need, a registration code, an essel to hold your book, a small manual to accompany which i feel not necessary, and the main book of document processing.. its all in one big box.. though dont give any such description and so its difficult to understand what you are ordering. i feel the other students before ordering just order a book and you can buy the code online on the gdp site.. well it both makes the same cost.. saved my money..thank you so much

This is a great item for class. It has the large teaching book with a smaller "reference" book (gives examples of proper document formatting & abbreviations). My only complaint is the "easel" that is included: it's cardboard, had a 1/2" base/"edge" to rest a 3" book! I ended up buying a different easel (metal, with a larger base) just to hold the book in place because the cardboard one was not big enough for the book.

The real kit of Gregg College Keyboarding contents: Text(1 book), manual(small book, around 200 pages-very necessary in class!) and a CD. At the College Bookstore, cost abot $110 (plus sale tax)What I bought by , for $75+shipping, was ONLY the text book. No CD, no manual.It wasn't clear on the ad that the "kit" is incomplete.If I should know this fact, before purchasing, I would never buy this product.I thought to send the whole box back, but I do not want to invest other$ 128 for the same purpose. Now, I use a copy/ scanned version of the manual in class, and I don't make homeworks at home (without CD) Next time, I'll be more carefully when buying second-hand books.

I purchased this for a class. I was expecting to have a code and the other things included in the boxed kit. I was disappointed when only a book arrived. To make matters worse the book I got appeared to be used when it was purchased as a new book.

When I purchased this item I was not sure if it came with the online code that I needed for school. I got the item and during my inspection of what was inside the box I found the code I needed to sign in online so that my teacher can see the work that I am completing for my college class.

Works just what I needed it for, a college textbook. My complaints with it is the easel is completely worthless, some of the pages are printed off-center (luckily I can still at least read what I need to), and there are little pieces of paper that come off every time i turn a page. I think they didn't do a

good job when they cut out the holes for the spiral binding.

This was a kit for a college course that I had to buy. I couldn't rent it because we had to have the code that went along with it to do our work. Renting books you're never guaranteed to get these codes. The book ofCourse was brand new and everything was included. I know that the books are priced due to the publisher and others but I just wish that they would have a way when renting books that have codes that they could add on the description if the code is included. Some classes require them and some do not. Obviously the ones with the codes would be a bit more but worth it due it the rental would be a lot cheaper than buying a book that I will never use again after this semester. Pleas think about trying to add this feature if it's at all possible. Thank you Kim

This is an excellent learning experience for a beginning keyboard course. Because the textbook has been structured for beginning, intermediate, and advanced lessons, I intend to continue through the textbook instructions to further gain knowledge on typing skills once this course has ended.

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