Digitools: Technology Application Tools, Copyright Update (Keyboarding Digitools)
Synopsis

DIGITOOLS is a one-semester course that reflects a new direction being taken in keyboarding. It not only includes the standard teaching methods for learning to type and format documents, but also covers computer applications such as word processing, presentations, speech recognition, database and spreadsheet, and the Internet.

Book Information

Series: Keyboarding Digitools
Hardcover: 640 pages
Publisher: South-Western Educational Pub; 1 edition (January 21, 2005)
Language: English
ISBN-10: 0538441968
Product Dimensions: 10.9 x 8.7 x 1.2 inches
Shipping Weight: 3.8 pounds (View shipping rates and policies)
Average Customer Review: Be the first to review this item
Best Sellers Rank: #1,005,972 in Books (See Top 100 in Books) #465 in Â Books > Computers & Technology > Computer Science > Systems Analysis & Design #947 in Â Books > Children's Books > Computers & Technology #1255 in Â Books > Textbooks > Computer Science > Graphics & Visualization

Download to continue reading...