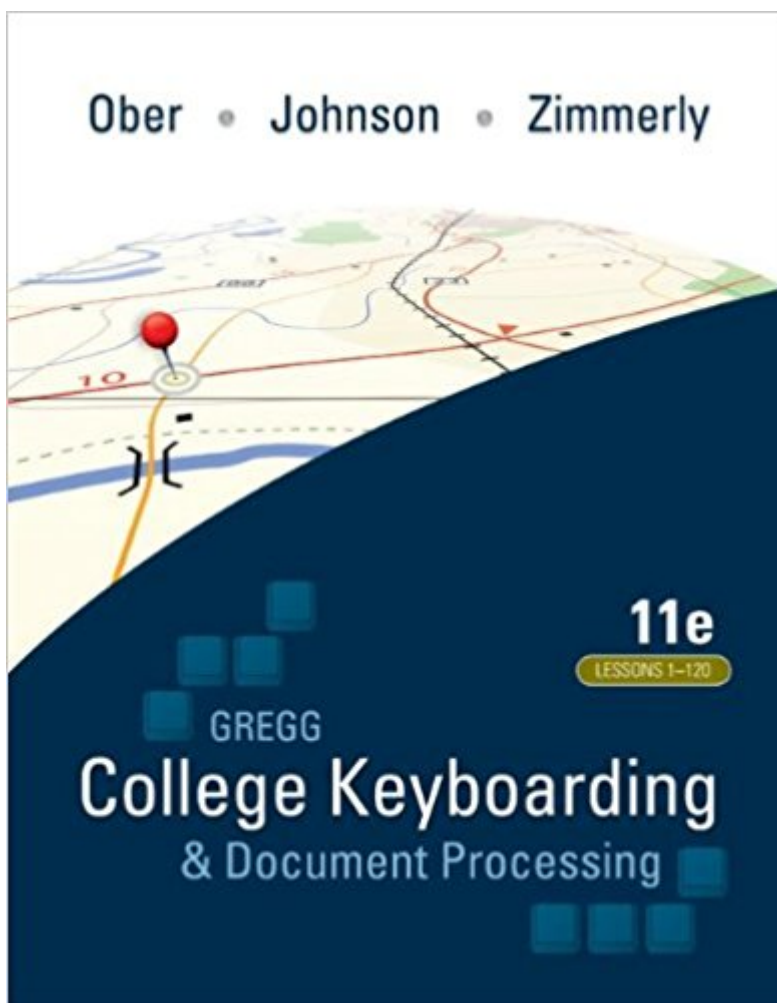


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# Ober: Kit 3: (Lessons 1-120) W/ Word 2010 Manual



## 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

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## Customer Reviews

Scot Ober (Ph.D, Ohio State) is a full-time consultant in business communication and document

processing. Prior to his consulting career, Dr. Ober was Professor of Business at Ball State University. In addition to having taught Business Communication for over twenty years, he served as Editor of the Business Communication Quarterly for 1995 and 1996 and conducted an MBA-level Distance Learning Program through Ball State University.

This kit comes with an online software registration card. When you enter the code the letters will appear as capitals even though you are not hitting the shift key. It will tell you the code is invalid, but all you have to do is turn the caps lock on and enter it again. Make sure you try this before you buy a new code and waste your money.

I could not find this book to purchase in the college bookstore so i decided to rent it through . It was the best thing I've ever done the book came to me new with the usable software key code that I needed to take my classes. Fellow students of mine rented their book from a campus bookstore and the software was used and the key code did not work they ended up having to pay additonal money for the software key code. I will rent all my books from in the future. I am a big customer and have been shopping from here for years.

This kit was more than I expected! It came with the manual and the access code all for an excellent price. It arrived at the date it was said and most important It was a huge save of money since at the school the price was beyond \$250 I got the kit for less than \$100. I'm so glad I found this kit online it has helped me so much. Definitely recommended to everyone who wants to get better typing skills.

When I saw the cost of this book at my local bookstore, I decided to rent and what a great decision that was. The only thing is that once we were halfway in the semester the Professor told us to refer to the College Keyboard Manual. I thought this was included with the spiral bound book but it was not. I had to purchase the 2010 Manual to complete my assignments. So make sure you ask if the manual is definitely included. Other than that I would rent again.

This book was purchased for a college courses I am currently taking at a local college, it meet the needs for the course. The cost of purchasing the book online was much more economical than buying it at the bookstore, the kit also contained everything needed for the course. If I were not taking this course, I would have no other purpose for purchasing this book, however, I thought the book deserved a better than average rating.

First of all, I originally rented the book. The book and ms manual were included, but no code. So, I returned the rental and purchased the book instead. Totally worth it!!! It came brand new (shrink wrapped) and with a new and valid code. I was able to register on the gdp11.com website for my college, and was finally able to work on the lessons online without using the demo. If you need a code, you have to purchase the book. If not, rent it and save some money.

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