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## Keyboarding Word Processing Complete Course + Keyboarding in Sam 365 2016 With 1 Mindtap Reader, 110 Lessons Access Code: Microsoft Word 2016 (Mixed media product)

By Susie H. VanHuss, Connie M. Forde, Donna L. Woo

Course Technology Ptr, 2016. Mixed media product. Condition: New. Language: English . Brand New Book. Students save money when purchasing bundled products. This package includes Keyboarding and Word Processing Complete Course Lessons 1-110: Microsoft Word 2016, 20th Edition, and access to Keyboarding in SAM 365 2016 with MindTap Reader, 110 Lessons, 2 terms (12 months) via printed access card. SAM trains, and tests essential Microsoft Office and computer concepts skills. Students engage in a hands-on environment, then apply their skills to real-world applications. SAM's auto-graded assignments and flexible reporting tools saves instructors time and energy.

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