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The ninth edition of this industry leader provides a highly flexible format on CD-ROM that will work with your current computer setup. New content reflecting changing technology and workplace needs is presented in four-color, side-spiral bound texts. Multiple software enhancements and a flexible Web-Based Instructor Management Web site support the program's strong content. The software, textbook, and manuals are integrated to provide students with a total learning experience. Instructors will appreciate the flexibility of using a program that can be successfully implemented in a variety of classroom environments.

Gregg College Keyboarding and Document Processing, 9e by Ober et al is an industry leader that provides a highly flexible format on CD-ROM that will work with your current computer setup. New content reflecting changing technology and workplace needs is presented in four-color, side-spiral bound texts. Multiple software enhancements and a flexible Web-Based Instructor Management Web site support the program's strong content. The software, textbook, and manuals are integrated to provide students with a total learning experience. Instructors will appreciate the flexibility of using a program that can be successfully implemented in a variety of classroom environments.

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.

This textbook presents an introduction to keyboarding. Keyboarding is the process of inputting data or text using a computer keyboard. Operating the keyboard by touch is an essential skill for many careers and a necessary skill useful for just about everyone. The intent of this text is to develop touch control of the keyboard and proper typing techniques, to build basic speed and accuracy, and to provide practice in applying those basic skills to the formatting of reports, letters, memos, tables, and other kinds of personal and business communications.

Get ready for academic and workplace success! This robust learning package integrates keyboarding, essential word processing, document formatting basics, and communication skills within a single text, along with a strong emphasis on honing skills by competing projects in a realistic office environment . Using Microsoft Word 2016, you will format memos, letters, tables, and reports; work with graphics; and practice real-time co-authoring on OneDrive. The text includes six modular projects and one comprehensive project to help you apply what you learn and prepare you to be productive immediately when beginning your professional career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A bold challenge to our obsession with efficiency—and a new understanding of how to benefit from the powerful potential of serendipity. Algorithms, multitasking, the sharing economy, life hacks: our culture can't get enough of efficiency. One of the great promises of the Internet and big data revolutions is the idea that we can improve the processes and routines of our work and personal lives to get more done in less time than we ever have before. There is no doubt that we're performing at higher levels and moving at unprecedented speed, but what if we're headed in the wrong direction? Melding the long-term history of technology with the latest headlines and findings of computer science and social science, The Efficiency Paradox questions our ingrained assumptions about efficiency, persuasively showing how relying on the algorithms of digital platforms can in fact lead to wasted efforts, missed opportunities, and, above all, an inability to break out of established patterns. Edward Tenner offers a smarter way of thinking about efficiency, revealing what we and our institutions, when equipped with an astute combination of artificial intelligence and trained intuition, can learn from the random and unexpected.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Used by sites as varied as Twitter, GitHub, Disney, and Airbnb, Ruby on Rails is one of the most popular frameworks for developing web applications, but it can be challenging to learn and use. Whether you ' re new to web development or new only to Rails, Ruby on Rails™ Tutorial, Fourth Edition, is the solution. Best-selling author and leading Rails developer Michael Hartl teaches Rails by guiding you through the development of three example applications of increasing sophistication. The tutorial ' s examples focus on the general principles of web development needed for virtually any kind of website. The updates to this edition include full compatibility with Rails 5, a division of the largest chapters into more manageable units, and a huge number of new exercises interspersed in each chapter for maximum reinforcement of the material. This indispensable guide provides integrated tutorials not only for Rails, but also for the essential Ruby, HTML, CSS, and SQL skills you need when developing web applications. Hartl explains how each new technique solves a real-world problem, and then he demonstrates it with bite-sized code that ' s simple enough to understand, yet novel enough to be useful. Whatever your previous web development experience, this book will guide you to true Rails mastery. This book will help you Install and set up your Rails development environment, including pre-installed integrated development environment (IDE) in the cloud Go beyond generated code to truly understand how to build Rails applications from scratch Learn testing and test-driven development (TDD) Effectively use the Model-View-Controller (MVC) pattern Structure applications using the REST architecture Build static pages and transform them into dynamic ones Master the Ruby programming skills all Rails developers need Create high-quality site layouts and data models Implement registration and authentication systems, including validation and secure passwords Update, display, and delete users Upload images in production using a cloud storage service Implement account activation and password reset, including sending email with Rails Add social features and microblogging, including an introduction to Ajax Record version changes with Git and create a secure remote repository at Bitbucket Deploy your applications early and often with Heroku

Support in higher education is an emerging area of great interest to professors, researchers and students in academic institutions. Sustainability in Higher Education provides discussions on the exchange of information between different aspects of sustainability in higher education. This book includes chapter contributions from authors who have provided case studies on various areas of education for sustainability. focus on sustainability present studies in aspects related with higher education explores a variety of educational aspects from an sustainable perspective

First published in 2002. Routledge is an imprint of Taylor & Francis, an informa company.

A textbook introducing computer keyboard typing skills with drills and exercises.

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Gregg college keyboarding..Lessons 1-20 / Gregg College Document Processing Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, main text Gregg College Keyboarding & Document Processing Keyboarding and Word Processing Essentials Lessons 1-55: Microsoft Word 2016, Spiral bound Version The Efficiency Paradox Ruby on Rails Tutorial Sustainability in Higher Education Distance Education for Teacher Training Computer Keyboarding for Beginners Human Relations for Career and Personal Success The Big Book of Words You Should Know Teaching Engineering, Second Edition The Power of Habit Keyboarding and Word Processing Complete Course Lessons 1-110: Microsoft Word 2016 The American Psychiatric Association Practice Guidelines for the Psychiatric Evaluation of Adults, Third Edition English as a Global Language VeriSM ™ - A Pocket Guide Providing Healthy and Safe Foods As We Age Old Books and Digital Publishing: Eighteenth-Century Collections Online Copyright code : d79d1f03392f3ed3f2ccecac0769ab80