Get the Latest **Word** in Keyboarding

- Word 2003 Instruction
- Web Reporting Software
- Microsoft Office Specialist Certification

[www.collegekeyboarding.com](http://www.collegekeyboarding.com)

Keyboarding Solutions from South-Western
Choose from our comprehensive selection of keyboarding products all backed by the leader in keyboarding education. Compare how the strengths and differences match with the needs of your course and choose with confidence.

### Capstone and Integrated Applications

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<td>0-538-72914-3</td>
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**Keyboarding Overview**

Give your students the confidence to excel in the keyboarding and computer skills that are so essential to their success. No matter what career paths your students choose, they will have the comprehensive skills—from basic keyboarding to mastery of document design—when you use the latest texts and software solutions from the leader in keyboarding education. Only Thomson South-Western's keyboarding products offer integrated software, texts, online support, and simulations for powerful classroom instruction or effective tools for distance learning.

**At Your Service and Focused on Your Needs**

As the leader in keyboarding education, no one better understands what you and your students need than Thomson South-Western. It's a name that represents proven pedagogy, experienced authors, and an exceptional reputation for responsive service—whatever the question or need. Turn to the most trusted name in keyboarding education for immediate and long-term solutions backed by a quality of service no one else can match.
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COMPREHENSIVE KEYBOARDING SOLUTIONS from South-Western

Tap into the Latest for WORD

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Tap into the LATEST WORD in KEYBOARDING

Word 2003

Count on the entire College Keyboarding 16E package to deliver solutions as individualized as your needs. Whether you’re looking for a one-, two-, or three-semester solution, College Keyboarding 16E touches on everything your students need for success. You’ll find proven, fundamental keyboarding skills and the most current word processing instruction in one convenient package.

College Keyboarding 16E, Lessons 1–60
Keyboarding & Word Processing

Copyright 2006
VanHuss, Forde, Woo, and Hefferin

Completion Time: 60+ hours

Show your students how to develop speed and accuracy while learning the basics of document and word processing. Keyboarding and skillbuilding lessons build strong foundation skills. Then students move on to basic formatting using Word 2003. Students practice all the formats they’ll need, including block and modified block letters, standard memos, simple reports, references, title pages, tables, and newsletters. This text solution is perfect for an introductory word processing course with a capstone project that reinforces lesson concepts.

TABLE OF CONTENTS

Level 1 Developing Keyboarding Skill
Module 1 Alphabetic Keys
Module 2 Figure and Symbol Keys

Level 2 Formatting Business Documents
Module 3 Memos and E-Mail
Module 4 Business Letter Formats
Module 5 Reports
Module 6 Table Basics
Module 7 Editing Documents
Module 8 Newsletters and Graphics
Module 9 Project

Microsoft Certification Guide
Style Guide

FREE site license of Keyboarding Pro 4 for adopters of College Keyboarding 16E

Text/CD, 1–60 ..................................................0-538-72800-0
(softcover, top-spiral, 4-color, 320 pages)
Adobe eBook ....................................................0-538-72910-4
Instructor’s Manual/Key ................................0-538-72829-9
Instructor’s Resource CD ................................0-538-72832-9
WebTutor on WebCT ........................................0-538-72838-8
WebTutor on Blackboard .................................0-538-72839-6
College Keyboarding Demo CD ........................0-538-72922-8

Call 800.354.9706
This is the only keyboarding text on the market that integrates Microsoft Office Specialist competencies.

Keyboarding Pro and CheckPro with Web Reporting are used along with the text to create a cohesive, dynamic learning environment.

Additional emphasis on communication skills reinforces proofreading, capitalization, composition and other language arts skills throughout the text.

Building a skill takes practice, and that’s what you get with the College Keyboarding series. More timed writings, five supplemental keyboarding lessons using the keyboarding software, and techniques drills throughout.


New formats are explained and illustrated with call-outs for proper placement.

Model documents make it easy.

Drills reinforce new functions.

Visit www.collegekeyboarding.com
Equip students with expert-level word processing skills as they focus on document mastery and advanced word-processing functions using the latest Word 2003. Students learn to apply skills they’ve learned within business correspondence, tables, reports, and administrative and employment documents. An emphasis on graphics and design provides students with the skills to produce professional, appealing documents and business communications.

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Module 11  Memo, E-Mail, and Letter Mastery
Module 12  Table Mastery
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Module 15  Forms
Module 16  Project

Level 4  Managing Text Creation Effectively
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Module 18  Employment and Online Documents
Module 19  Collaborative and Meeting Documents
Module 20  Styles, Templates, and Master Documents
Module 21  Enhancing Document Production
Module 22  Project

Microsoft Certification Guide
Style Guide
Skillbuilding and essential word processing skills review.

Prepare Students for the Microsoft® Office Specialist Certification Exam

The College Keyboarding texts have been approved by the Microsoft Office Specialist Program as some of the finest tools available for learning Microsoft Word 2003. When students complete this courseware, they leave prepared to take the Microsoft Office certification exams at the Specialist or Expert skill levels.

Microsoft Office Specialist certification recognizes individuals who display an exemplary level of mastery with one or more Microsoft Office applications. Achieving certification as a Microsoft Office Specialist can earn your students industry recognition and can assist in obtaining future jobs or advancing in their careers. With College Keyboarding, you can be confident you are using the highest quality content that is best for preparing your students to become successful Microsoft Office Specialists.

College Keyboarding teaches document formatting using the functions of Microsoft Word 2003, integrating all the Expert Level Microsoft Office Specialist competencies. Only South-Western delivers the most fundamental keyboarding skills and current word-processing software in one convenient package.

Reference Manual provides easy access to model documents.
Take students from beginner to expert user without having to change texts! This comprehensive, market-leading text provides two semesters of keyboarding and word processing instruction. All 120 lessons are contained within one convenient text with a consistent approach and emphasis on the latest Word 2003 skills.

**TABLE OF CONTENTS**

- **Level 1** Developing Keyboarding Skill
- **Level 2** Formatting Business Documents
- **Level 3** Mastering Document Design
- **Level 4** Managing Text Creation Effectively

**Microsoft Certification Guide**

**Style Guide**

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**FREE site license of Keyboarding Pro 4 for adopters of College Keyboarding 16E**

- **Text/CD, 1–120** ..................................................0-538-72826-4
  (softcover, top-spiral, 4-color, 640 pages)
- **Instructor’s Manual/Key, 1–60** .........................0-538-72829-9
- **Instructor’s Manual/Key, 61–120** ......................0-538-72830-2
- **Instructor’s Resource CD, 1–60** ......................0-538-72832-9
- **Instructor’s Resource CD, 61–120** ......................0-538-72833-7
- **WebTutor on WebCT, 1–60** ........................0-538-72838-8
- **WebTutor on WebCT, 61–120** ............................0-538-72840-X
- **WebTutor on Blackboard, 1–60** .........................0-538-72839-6
- **WebTutor on Blackboard, 61–120** ....................0-538-72841-8

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Call 800.354.9706
Build a Strong Keyboarding Foundation
Introduce students to the keyboard with this brief text that emphasizes new key learning and skillbuilding. Students learn to excel with alphabetic keys, numeric keys, symbols, and the numeric keypad. Simply combine this text with the successful Keyboarding Pro software for a package that builds a strong keyboarding foundation.

TABLE OF CONTENTS

Assessment
Module 1 Alphabetic Keys

Skill Builders 1
Module 2 Figure and Symbol Keys

Skill Builders 2
Internet Activities

Skill Builders 3
Communication Skills

Visit www.collegekeyboarding.com
TAP into the **Latest Technology**

**Keyboarding Pro 4 NOW WITH WEB REPORTING!**

Teach new key learning while building skill with this interactive, engaging software. **Keyboarding Pro 4** software uses graphics, games, progress graphs, videos, 3-D models for viewing proper posture and hand positions, sound effects, and a full-featured word processor to keep learning fun and meaningful. A new **Web-based reporting** feature allows easy access to student reports remotely on the Web. **Keyboarding Pro** software is also used in conjunction with **College Keyboarding Lessons 1–25**.

**Keyboarding Pro 4** provides alphabetic, numeric, keypad, and skill-building instruction. This is excellent software for learning and reviewing the keyboard.

The **Lesson Report** provides a summary of progress throughout the lesson.

The **Summary Report** gives the instructor a view of the user’s progress throughout all of the lessons.

In the Instructor Utilities, you can edit student preferences, review student progress, prepare a class summary report, create diagnostic writings, and access distance-learning features.

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**Call 800.354.9706**

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Only South-Western delivers a wealth of software solutions that correspond directly with *College Keyboarding* and *Keyboarding Essentials* texts, reinforcing the proven teaching approach and providing an array of practice opportunities within an enjoyable, interactive learning environment.

For an in-depth look at *College Keyboarding 16E* software, check out the Product Tour at www.collegekeyboard.com.

Now you can turn checking time into free time with the latest version of this essential tool! *CheckPro* now checks more documents than ever before. Use it with Lessons 26–120 of *College Keyboarding* or *Keyboarding Essentials*. A new Web-reporting feature allows instant, easy access to student reports remotely on the Web.

From the Lesson Menu, choose any activity within that lesson. Checkmarks identify the activities that have been completed.

Timed Writings from the text are scored for speed and accuracy. Students are provided with their GWAM and number of errors. Keying errors are identified on the screen and the printout with proofreader marks.
We’ve assembled these cost-effective Individual Learning Packages—including textbooks and software in one convenient package—to provide a single, economical solution to every student's need. Great for distance education classes—or for completing assignments at home—each package includes software for individual use.

**Students’ BEST BUY…**

We’ve assembled these cost-effective Individual Learning Packages—including textbooks and software in one convenient package—to provide a single, economical solution to every student's need. Great for distance education classes—or for completing assignments at home—each package includes software for individual use.

### College Keyboarding 16E for Word 2003

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<td>WebTutor on Blackboard, Lessons 61–120</td>
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Take document processing out of the classroom and into the workplace with this one-of-kind text. Students face realistic workplace challenges in UBI, a simulated incubator company. Students integrate business vocabulary, critical thinking, workplace strategies, and Web research skills as they learn more about document processing. It's an ideal resource for an advanced document processing course.

KEY WORKPLACE SKILLS
- Office Productivity
- Communication
- Ethics
- Time Management
- Training
- Customer Service
- International Travel
- Leadership

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Project 2  CMF Communications Inc.
Project 3  UBI Legal Services
Project 4  Champion Sports Venues Inc.
Project 5  Netcollege Inc.
Project 6  Health Care Staff Inc.
Project 7  Garcia Reward Travel Inc.
Project 8  Wexford Event Planners Inc.

Completion Time: 60+ hours
Integrated Computer Applications 4E

Copyright 2006
VanHuss, Forde, Woo, and Hefferin

Completion Time: 75+ hours

Need a Custom Solution?
Now you can develop customized learning materials to fit your course’s needs. The modules for Integrated Computer Applications are available through Thomson Custom Publishing.

Visit www.thomsoncustom.com for more information.

Integrated Computer Applications 4E

Module 1  Business Documents with Word
Module 2  Presentations with PowerPoint
Module 3  Spreadsheets with Excel
Module 4  Desktop Publishing with Word
Module 5  Integrated Project
Module 6  Database with Access
Module 7  Desktop Information Management with Outlook
Module 8  Integrated Project

Provide students with the opportunity to succeed as real-world applications and scenarios challenge them to combine all of the tools of Microsoft Office. Integrated Computer Applications builds on your students’ advanced word processing skills and reinforces communication, keyboarding, and Internet skills while teaching all the tools of PowerPoint, Excel, Access, FrontPage, and Outlook. Organized into distinct modules, this text provides the freedom to pick and choose the topics most applicable to your needs. Also available: Additional modules that cover important multimedia and input technologies.

Text/CD ..............................................................0-538-72827-2
(softcover, top-spiral, 4-color, 448 pages)
Adobe eBook ....................................................0-538-72877-9
Instructor’s Manual ............................................0-538-72892-2
Instructor’s Resource CD....................................0-538-72834-5

Call 800.354.9706
Show students how to transform the keyboarding and document formatting skills from *College Keyboarding* into real-world skills. Students see how skills apply in realistic situations that prepare them for success in tomorrow’s business world.

**Integrated Computer Applications with Multimedia & Input Technologies**

Key Microsoft Office Applications

- Word
- PowerPoint
- Excel
- Access
- Outlook
- Fireworks
- FrontPage

Integrated Computer Applications with Multimedia & Input Technologies

Module 1 Business Documents with Word
Module 2 Presentations with PowerPoint
Module 3 Spreadsheets with Excel
Module 4 Desktop Publishing with Word
Module 5 Integrated Project
Module 6 Database with Access
Module 7 Desktop Information Management with Outlook
Module 8 Integrated Project
Module 9 Input Technologies
Module 10 Multimedia with Macromedia Fireworks
Module 11 Web Page Design with FrontPage

Completion Time: 90+ hours
Emphasizes new key learning and basic document formatting—using the functions of Word 2002 or 2003.

- Lessons 1–25 introduce the alphabetic keyboard, top row numbers and symbols, and the numeric keypad using Keyboarding Pro 4.
- Lessons 26–60 focus on document formatting, skillbuilding, communication skills and proofreading activities.
- FREE site license of Keyboarding Pro 4 for adopters provides the latest in keyboarding technology.

Completion Time: 60+ hours
Introduce the keyboarding and formatting skills most important for career success. *Keyboarding & Formatting Essentials* uses proven learning techniques, skillbuilding, and applications to guide learners through new key learning and basic document formatting using the functions of *Word 2002* or *Word 2003*!

Focuses on the mastery of formatting letters, memos, reports, and business documents using the functions of *Word 2002* or *Word 2003*!

- Additional skill-building activities are included to increase keyboarding speed and accuracy.
- Word processing skills are introduced prior to document formatting lessons for clear presentation and enhanced learning.
- A software training manual reviews the word processing functions learned in Lessons 26–60.

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**Completion Time: 60+ hours**

**Format/Document Processing Essentials, Lessons 61–120**

Copyright 2005
VanHuss, Forde, and Woo

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**Text/CD** ............................................................0-538-72774-8
(softcover, top-spiral, 4-color, 272 pages)

Adobe eBook ....................................................0-538-72928-7

Instructor’s Manual............................................0-538-72776-4

Instructor’s Resource CD....................................0-538-72775-6

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**Individual License**

- **0-538-72895-7**
- **0-538-72874-3**
- **0-538-72880-9**
- **0-538-72804-3**

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Visit www.collegekeyboarding.com
This comprehensive text provides two semesters of keyboarding and word processing instruction focusing on all of the skills essential to keyboarding success. All 120 lessons are located in one convenient text, so students can advance from beginner to expert user without having to change books. The text integrates Word 2003 instruction as well as 2002, giving learners a solid foundation in the basic functions, so they are well equipped to use the latest version of Word with on-the-job success.

- Focus on business document processing highlights traditional business documents as well as forms, financial documents, meeting management, legal, medical reports, and employment documents.
- Reference manual built into the text provides immediate convenience and long-term value.
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Reference Guide
Function Summary
For a solid, market-leading solution to teach Word 2002 and Microsoft Office Specialist certification to your students, count on College Keyboarding 15E. This dynamic package offers the proven learning approaches found in the latest edition but tailored to Word 2002.

- Integrates Microsoft Office Specialist competencies for Word 2002 into Lessons 26–120.
- Ideal for one-, two-, or three-semester solutions.

**College Keyboarding 15E, Lessons 1–25**

*Keyboarding Course*

Copyright 2002
VanHuss, Forde, and Woo
Completion Time: 30+ hours

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- Project 6 Creating Training Presentations

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- Project 8 Managing Budgets
- Project 9 Managing Business Travel Documents
- Project 10 Determining Prices for Trip Packages

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- Project 12 Preparing Financial Documents
- Project 13 Creating Presentations for July 4th Extravaganza

**Part 4 Capstone Project**
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