

DOWNLOAD PDF GREGG COLLEGE KEYBOARDING DOCUMENT PROCESSING FOR WINDOWS

Chapter 1 : Gregg College Keyboarding And Document Processing

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.

Visit the Troubleshoot page for support information. Is there a publisher Web site with FAQs and information? Does GDP include enough skillbuilding in Lessons ? In addition, Enrichment pages are available for Lessons for remediation and review. Where can I create a Custom Timed Writing? Ten-Key Competency for details. Supplementary lessons for the ten-key numeric keypad follow Lesson Content for these two lessons can be found in both the textbook and on GDP screens. Where can I go to practice with GDP? Visit the GDP demo site at <https://www.greggcollege.com/gdp>: GDP course software is entirely Web-based. Each school has an online account with a unique URL where students go to log on and begin working. You do need Word or Word for Windows installed in order to complete document processing jobs. Click here for details on minimum hardware and software requirements. Click here for details on managing Classes. Click here for details on managing new students. Will GDP run on a Mac? To complete any document processing jobs in Lessons 21 to , you must use Microsoft Word for Windows, Version , , or Consider using Boot Camp to create a Windows bootable partition on the Mac hard drive where the Windows version of Word could be installed. For details, visit <http://www.greggcollege.com/gdp>: Alternatively, if you have access to a PC with Word , , or installed, you could use the Mac to complete skillbuilding and the PC to complete document processing activities. The author team recommends building keyboarding skill using a standard-sized, mechanical-touch keyboard for optimal skillbuilding results. Visit the Troubleshoot page, Registration Codes. Click here for details on setting up temporary courtesy access for new students. Briefly, the following information is required: First and last name. This must be unique and could be the ID the student uses at your school, or you could assign any unique number you like. If the e-mail address is fictitious or incorrect, that e-mail will bounce and you will need to inform the student of the username and password for GDP log on. Either you or your student, depending on Class Preference settings, can change these later as needed. When the temporary registration code expires on the first minute of the first day after the expiration date and the student logs in, he will be prompted to enter a new code. When the permanent registration code is entered, all work will transfer seamlessly. Unit 1, Lessons Instructors may duplicate these pages for the first five lessons of the textbook to use until students have a textbook. Consider posting this as a File Resource. How do I reassign a returning or continuing student to a different keyboarding course? Use Course Manager to transfer and reassign a returning student to the new course and instructor. Where can I access a former student who no longer appears on the Students tab? Archived students will no longer appear on the Students tab in Course Manager. To reassign an Archived student, you must first activate the student via Course Manager. How can I remove a student who dropped my class? However, they can be moved off the list of active students on the Students tab thereby removing all access to them via Course Manger by archiving them. If a student never logged on with a valid Registration Code, you can delete that student from the Students tab by using the Actions menu and clicking Delete. How can I prevent cheating on document processing jobs and timed writings? See the Resources Tests page, Academic Dishonesty link and Scheduling and Report Strategies for Testing links and review the information in these documents. You must enable them using the Scheduling feature for them to appear on the menu. In that document, see the section "Scheduling and Objective Tests" for details. Click here for information on enabling and administering Placement Tests. Can McGraw-Hill content text, tools, and homework be accessed directly from within your Blackboard course? What does this mean for you? Now all McGraw-Hill content text, tools, and homework can be accessed directly from within your Blackboard courseâ€”seamlessly, automatically and all with one sign-on. Even if you are not currently using Blackboard, we have a solution for you. What are the key differences between Word and Word features users need to understand as they migrate from Word to Word ?

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This handout explains each feature and the differences in the two versions of Word in their order of appearance for each command in the Microsoft Office Word Manual, 11e, which will publish on June 24, 2016. This handout explains each feature and the differences in the two versions of Word in their order of appearance for each command in the Microsoft Office Word Manual, 11e. Do students need to install Microsoft Word, are any special Word settings required, and can Microsoft Office be used? To complete document processing jobs, students must use the full version of Microsoft Word. Students must use the desktop version of Word installed via Office , not the Word Online version or app version of Word—those versions do not include full Word functionality. Microsoft offers a free one-month trial subscription and monthly subscriptions. [Click here for details.](#) Does the 11e of GDP use 12 pt. The most efficient way to streamline the production of mailable documents that conform to conventional styles is to use the conventional format settings used in Word. However, if you decide to use one of those styles, you should use the "No Spacing Style" option to adjust spacing in the Word Style Set. Doing so changes multiple line spacing from 1.0 to 1.0. GDP will then score for keystroking as expected. These files are examples of a business letter, business report, and memo that were formatted using the "No Spacing Style" option for documents.

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Chapter 2 : Keyboarding 11e

Gregg College Keyboarding & Document Processing for Windows, 8th Edition, spiral bound textbook, the first part of a two-part series of courses teaching keyboarding techniques and skills.

Word , , or Manual Word , , or for Windows: You must have one of these versions of Windows installed on your computer and high-speed Internet access. Click here for details. If you order books online from third-party sources, such sites do not always guarantee codes. Let the buyer beware! Class and Grading Policies: The best two timed writings are averaged to determine your speed. If your timed writings are not within the 5-error limit, 2 wpm words per minute will be subtracted from the gwpm gross words per minute for each error over the maximum number of errors allowed. For example, if your speed was 40 and your errors were 6, your nwpm net words per minute would be Timed writings will be scheduled on campus at the end of the course unless I have approved another arrangement. These tests are timed and the document is evaluated for format and accuracy. See the Tests page for details. Tests are scheduled on campus periodically through the course. Only one attempt is allowed on these tests. Practice Document Processing Tests. You will take these timed practice tests at home periodically through the semester. They are very similar to the actual document processing test you will take when you come on campus and are evaluated for format and accuracy. Never take an actual document processing test on campus until you have successfully completed the practice document processing tests! All document jobs must be submitted as "mailable" free of formatting or typographical errors to earn an A. All document processing jobs must be mailable error free to be assigned a grade of A. For document processing jobs that include errors keystroking or formatting , the severity of the error will be considered when assigning a grade. A document assigned a D or F may be resubmitted one time by editing the document and uploading again. The lower grade will be dropped. Five documents are designated on the Assignment Sheets as Proofreading Checks. Your goal is to have zero Keystroking Errors when you click Submit Work to score the document. Check your weekly assignment sheets to see what skillbuilding exercises are due. I will administer a Technique Check and observe your keyboarding technique to ensure that you can type by touch with correct fingering and technique. Technique checks will be scheduled on campus as soon as you complete Lesson You must type with acceptable or better technique to pass this course. You may also earn extra credit by completing extra skillbuilding and document processing jobs. All work assigned for a particular week, including practice tests and regular tests, is due no later than Saturday evening at the end of the week in which the work is assigned. Type a minimum of 37 wpm on a 5-minute timed writing with 5 or fewer errors. Demonstrate good work habits, acceptable typing technique, and skill in using the computer and printer. Recognize, evaluate, and correct errors in content and format of documents. Demonstrate skill in language arts, including word division, proofreading, punctuation, grammar, spelling, and keyboard composing. Produce mailable business documents including letters, tables, reports, and memos using Microsoft Word. These course weights are suggestions only. Instructors must consider the requirements of their department and campus and the aptitudes and goals for their students when determining an appropriate weight for each category and when setting wpm and accuracy goals.

Chapter 3 : Scot Ober | Open Library

Gregg College Keyboarding & Document Processing (GDP), Lessons , Student Text (Gregg College Keyboarding & Document Processing for Windows) (Bk. 1) 9th Edition.

Chapter 4 : Computer Keyboarding 2, 11e

Window-based keyboarding and document processing program featuring live hands demonstrating techniques, coaches

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to help teach basic word processing functions, built-in games to help increase speed and accuracy and key practice exercises.

Chapter 5 : Keyboarding & Office Technology | McGraw-Hill Higher Education

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Auto Suggestions are available once you type at least 3 letters. Use up arrow (for mozilla firefox browser alt+up arrow) and down arrow (for mozilla firefox browser alt+down arrow) to review and enter to select.