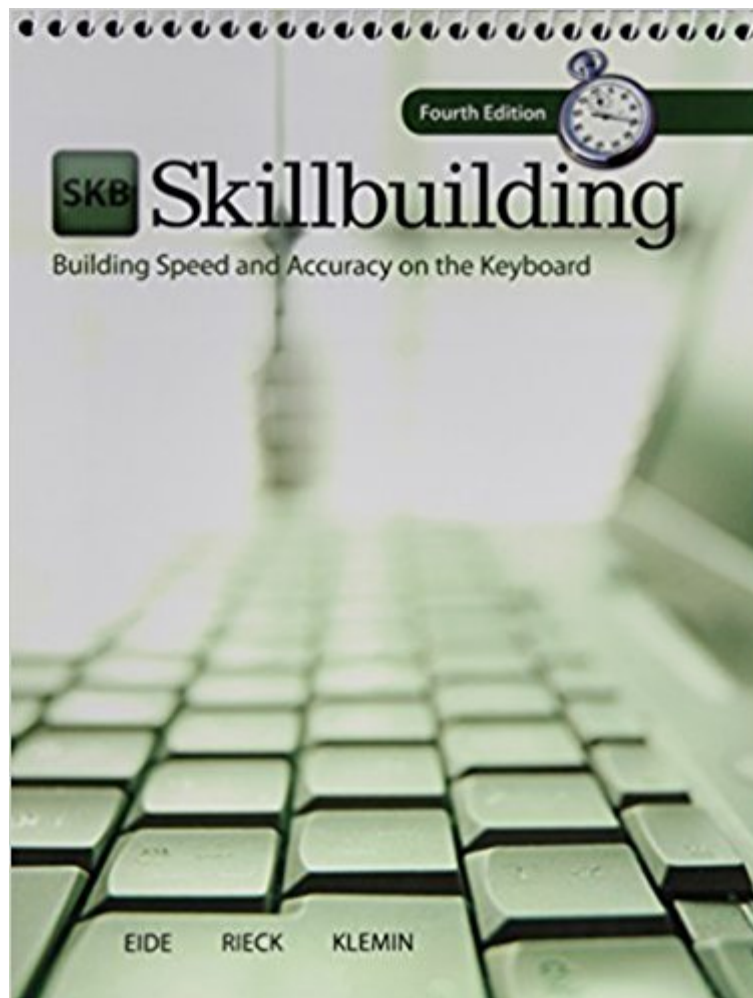




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# **Skillbuilding: Building Speed & Accuracy On The Keyboard With Software Registration Card**



## Synopsis

Skillbuilding: Building Speed and Accuracy on the Keyboard combines the unique pretest/practice/posttest diagnostics pedagogy with the power and flexibility of web-based software, allowing you to individualize your instruction in a classroom setting or online. Discover what Skillbuilding: Building Speed and Accuracy on the Keyboard, can bring to your course:

- Established program that effectively measures student performance and progress at regular intervals, allowing you to track each student's progress at a glance.
- Course management system enabling seamless student record-keeping and makes teaching online a breeze.
- Web-based software makes learning convenient for students and allows you flexibility in assigning projects.
- Additional practice exercises available within the web-based software gives you more options for homework or in-class assignments to build speed and accuracy.
- Course plan outlines for 30, 45, 60, and 90 minute classes save you valuable preparation time.

## Book Information

Spiral-bound: 191 pages

Publisher: McGraw-Hill Education; 4 edition (August 20, 2012)

Language: English

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Product Dimensions: 8.4 x 0.9 x 11.1 inches

Shipping Weight: 1.3 pounds (View shipping rates and policies)

Average Customer Review: 3.4 out of 5 stars 11 customer reviews

Best Sellers Rank: #75,468 in Books (See Top 100 in Books) #4 in Books > Law > Law

Practice > Law Office Education #27 in Books > Business & Money > Processes &

Infrastructure > Office Management #805 in Books > Textbooks > Law

## Customer Reviews

The book itself is fine; the built-in easel works well, compared to a cardboard one sent with a Document Formatting set I needed for school. However, the online program needs work. The "proper" format for typing is only one space after a period ending a sentence. This program requires two spaces (the old format) or it will be counted as wrong. Our teacher is unable to correct this problem (she is able to do this on other software). She will probably switch to a different program for the next keyboarding class; I just hope that the material is better than this one.

## Price

I had no idea that I wouldn't receive a valid access code. The title is misleading. Should have read the ratings.

The book was primarily used in an undergraduate typing course to improve speed. Very concise with great exercises. Great as a tool to learn typing and increasing speed.

Did not include the access card!

Love this book! Came right in time for class!

The book was in excellent condition. However, you need a working code to use the book with the website program...It cost me another \$57.00 to enroll onto the site without the proper code....

Perfect condition. Exactly what I needed. Came on time too. Thank you.

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