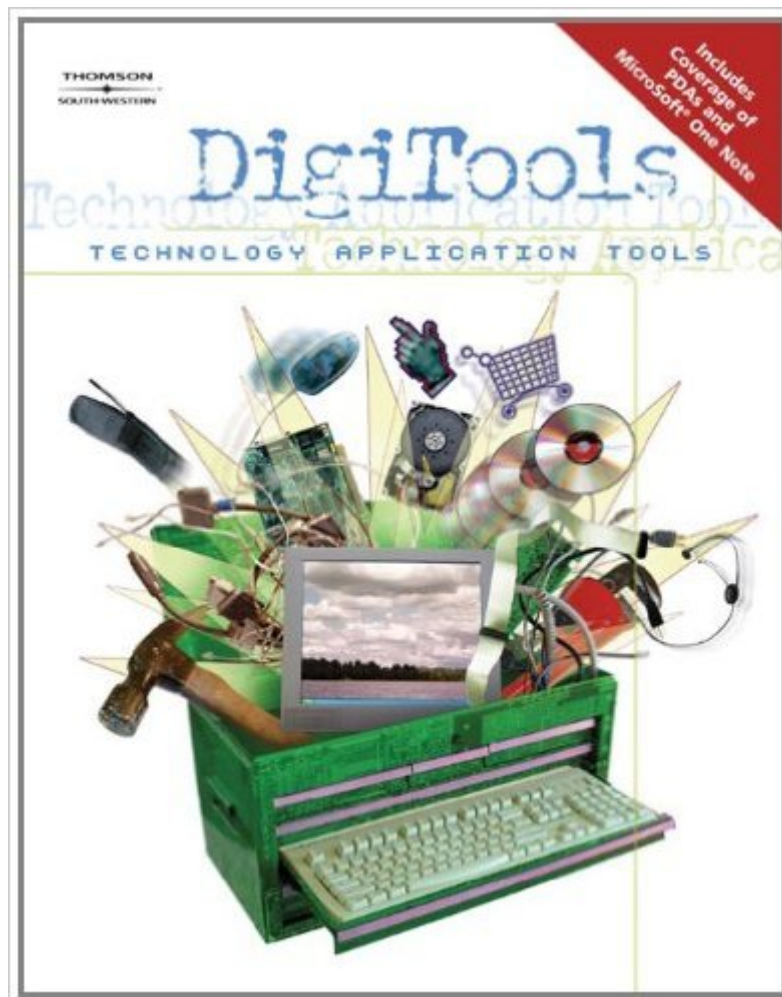


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Digitools: Technology Application Tools, Copyright Update (Keyboarding Digitools)



Synopsis

DIGITOLS is a one-semester course that reflects a new direction being taken in keyboarding. It not only includes the standard teaching methods for learning to type and format documents, but also covers computer applications such as word processing, presentations, speech recognition, database and spreadsheet, and the Internet.

Book Information

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