

Keyboarding and Word Processing Complete Course Lessons 1-110: Microsoft Word 2016

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Get ready for academic and workplace success! This comprehensive learning package integrates keyboarding, essential and advanced word processing, document formatting and design, 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 advanced business correspondence, tables, reports, mail merge files, graphics, and a broad range of common document types, including meeting, travel, news, legal, medical, and human resources/employment. The text includes 15 modular projects and three comprehensive projects to help you apply what you learn and prepare to be productive from day one when beginning your professional career. Combined with Skills Assessment Manager (SAM), the text makes learning even easier and more effective, allowing you work independently from anywhere.

Dr. Susie H. VanHuss is a distinguished professor emeritus of the Moore School of Business at the University of South Carolina. She received her B.S. degree from the University of Southwestern Louisiana and her M.B.A. and Ph.D. degrees from Indiana University. Her teaching specialties include business communications, administrative systems, and personnel management. She is a prolific author (Cengage Learning), with textbooks in communications, keyboarding and word processing, office technology, and administrative management. Dr. VanHuss has experience managing large foundations and has served on the board of trustees of numerous for-profit and non-profit organizations. She is a frequent speaker at state, regional, and national business education conventions and has done extensive consulting and training for industry and education groups nationally and internationally.

Dr. Connie M. Forde is a full professor and head of the Department of Instructional Systems and Workforce Development at Mississippi State University, where she leads undergraduate programs in information technology services, business technology teacher education, and industrial technology, as well as graduate programs in instructional technology. Dr. Forde also continues to advise doctoral students on their dissertation research. Prior to her tenure at Mississippi State University, she was a business teacher at both the community college and secondary levels. She earned her B.S. and M.Ed. degrees in business education from the University of Southern Mississippi and her Ph.D. in higher education from the University of Mississippi. Dr. Forde serves as coauthor of the COLLEGE KEYBOARDING series and a variety of word processing and integrated applications textbooks and simulations. She is a recognized contributor to the professional literature and a speaker at state, regional, and national conferences. Additionally, she has served as president of the National Business Education Association, Southern Business Education Association, and National Council of Pi Omega Pi, and chair of the Foundation for the Future of Business Education.

Donna L. Woo is an instructor and department coordinator for Information Systems/Office Automation at Cypress College and associate director of education at Pacific College. She received her B.A. and M.A. degrees in business education from Michigan State University and earned her Ed.D. from Nova University. Her industry experience includes work for both IBM and General Motors. A respected author, Dr. Woo has written several word processing textbooks and has served as a coauthor on several editions of South-Western COLLEGE KEYBOARDING textbooks.

Vicki Robertson received her M.S. and B.S. degrees in education from the University of Memphis. She currently teaches at the University of Memphis and online for Southwest Community College. She is a member of the National Business Education Association and Southern Business Education Association, and she has served on the executive board for the Tennessee Business Education Association.

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