



Basic Keyboarding And Formatting

A. M. Drummond, Anne Coles-Mogford

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Resources in Education ,1999 The National Guide to Educational Credit for Training Programs American Council on Education,2005 Highlights over 6 000 educational programs offered by business labor unions schools training suppliers professional and voluntary associations and government agencies First Course Keyboarding and Document Processing Sixth Edition A. M. Drummond,Anne Coles-Mogford,2014-11 New technology is having a dramatic effect on the office world accordingly the secretarial role is changing In the light of this development First Course the comprehensive

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