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additional cost of upgrading your software to run the keyboarding program setup.

I teach at a small college in Pittsfield MA. I must use this text. It is full of errors and is deplorable that this is permitted. For example to move a page down to 2 inches, more the top margin do NOT press enter 3 times, what if the font is small or larger than the default, that would throw off the calibration. Multiple paged reports only have 2 pages, this is not a realistic representation of a longer report with cover page, citations/reference page, footnotes....please ban this text or get it corrected!

The book is a great shape. It does explaining a lot of basic keyboarding and tips unfortunately I wasn’t informed by the teacher until after that I needed the CD with the access code to be able to use it for class. I was able to save some money by buying this book and the code separately but I wish I would have been informed before. The seller is great and fast.

Great book, and one that will be a wonderful reference tool. I have 30-plus years of typing experience, but this book was for a required class; however, it will come in handy to those not having the skills that I have.

This was a great book, I would totally recommend it to anyone. Yes you do have to buy a cd when using this book with cengage, but the great thing is you can buy that on to for a small price as well.

The book was in good shape but ended up having to buy one that came with a cd. Didn’t know there were some books that came with it and some that didn’t.

This book is a good starter for beginning typists and students studying Office tech. A good choice for a starter keyboarding textbook.

For being used in supposed condition it looks like a five year old ripped it up, I’ll only need it for college for about 4 months so I can’t really complain.

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