

# Preface

*Gregg College Keyboarding & Document Processing* is a multicomponent instructional program designed to give the student and the instructor a high degree of flexibility and a high degree of success in meeting their respective goals. The textbook is offered in several volumes: *Lessons 1–20*, *Lessons 1–60*, *Lessons 61–120*, and *Lessons 1–120*. The GDP software is a Web-delivered, PC-compatible program providing complete lesson-by-lesson instruction for each of the 120 text lessons. The document processing *Word Manual*, used in conjunction with the textbook for Lessons 21–120, teaches the document processing skills needed to create efficient business documents using Microsoft Word.

## The Kit Format

For student and instructor convenience, the core components of this instructional system—the textbook, the *Word Manual*, and the Gregg College Keyboarding & Document Processing (GDP) software—are available in a variety of kit formats.

**Kit 1: Lessons 1–60** This kit, designed for the first keyboarding course, provides the Lessons 1–60 textbook, the *Word Manual*, and an access card to the GDP software. Since this kit is designed for the beginning student, its major objectives are to develop touch control of the keyboard and proper keyboarding techniques, to build basic speed and accuracy, and to provide practice in applying those basic skills to the formatting of e-mails, reports, letters, memos, tables, and other kinds of personal and business communications.

**Kit 2: Lessons 61–120** This kit, designed for the second course, provides the Lessons 61–120 textbook, the *Word Manual*, and an access card to the GDP software. This course continues the development of basic keyboarding skills and emphasizes the formatting of various kinds of business correspondence, reports, tables, electronic forms, and desktop publishing projects from arranged, unarranged, handwritten, and rough-draft sources.

**Kit 3: Lessons 1–120** This kit, designed for both the first and second course, provides the Lessons 1–120 textbook, the *Word Manual*, and an access card to the GDP software.

**Kit 4: Lessons 1–20** This kit, designed for shorter keyboarding courses, provides the Lessons 1–20 text and an access card to the GDP software.

## Supporting Materials

*Gregg College Keyboarding & Document Processing* offers the following instructional materials:

- The special *Instructor Wraparound Edition (IWE)* offers lesson plans and reduced-size student pages to enhance classroom instruction. Distance-learning tips, instructional methodology, adult learner strategies, and special needs features also are included in this wraparound edition. New to this edition are miniature solutions for each document the students type; they are shown in the margins of the IWE.
- The *Tests and Solutions Manual* provides solution keys for all of the formatting in Lessons 25–120 in addition to objective tests and alternative document processing tests for each part.

## What's New in the 11th Edition Text?

### New-Key Introduction (Lessons 1–20)

- A new Enrichment page has been added to each of the first 20 lessons—for additional practice and faster development of touch-typing skills.
- MAP+ (Mistroke Analysis and Prescription) can now be used beginning with Lesson 1, thus providing unlimited new practice drills for each of the new-key lessons.
- A new supplementary lesson, Ten-Key Numeric Keypad, follows Lesson 20; it teaches the touch typing of both the number keys and arithmetic operators (+, -, /, and \*), with 55 new drill lines.
- Only 3 new keys are introduced in each lesson (instead of 4)—to provide more intensive practice on each new key; all keys are still introduced in Lessons 1–20.
- The order in which new keys are introduced has been refined to balance the workload between each hand and to take into consideration how frequently keys are used. For example, in previous editions, the hyphen key was introduced early (in Lesson 6) because students used it for manual word division. With Word's automatic hyphenation feature, students don't use this key as much anymore, and the hyphen is now introduced in Lesson 11.

### Skillbuilding

- MAP+ now provides an analysis and prescription of the number and symbol keys (previously, only alphabetic reaches were included). Because of this, (a) Diagnostic Practice: Symbols and Punctuation and (b) Diagnostic Practice: Numbers have been removed.
- Every Warmup exercise has been revised. Line 1 of each Warmup is now an alphabetic sentence to review all reaches, Line 2 practices a particular type of reach, and Line 3 contains easy words to build speed.

### Document Processing

- Formatting correspondence (new Unit 6) is now introduced before formatting reports (new Unit 7).
- The formatting of bulleted/numbered lists in Lesson 33 and table column headings in Lesson 38 has been simplified.
- More e-mail messages are included with added coverage of formatting, such as bulleted lists, tables, and attachments.
- Eleven new Word commands are introduced: Zoom (L. 24), Widow/Orphan Control (L. 32), Table—Align Bottom (L. 38), AutoCorrect—Hyperlink (L. 49), Bookmarks and Hyperlinks (L. 89), Cover Page—Insert (L. 90), Table—Tab (L. 92), Page Color (L. 107), Mail Merge (L. 113–115), Style Set—Word 2007 (Appendix A), and PDF Format (Appendix C).
- The electronic resume in Lesson 52 (which is not being used much anymore) has been replaced by job-interviewing documents.
- The Web project in Unit 23 has been changed from creating a company home page to (a) creating an online resume and (b) introducing Mail Merge.
- Each lesson of the *Instructor's Wraparound Edition* now displays a miniature solution for each document students type in that lesson.

