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Mastering Computer Typing, Revised Edition. Designed for self-instruction or classroom use, this book is the ideal choice for beginners who want to move from hunting-and-pecking to typing with ease, and for experienced typists who want to break bad habits and improve their accuracy. Practice exercises focus on subjects pertinent to business professionals, so keyboarders gain business-writing know-how as they learn t.

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The title of this book is Mastering Computer Typing, Revised Edition and it was written by Sheryl Lindsell-Roberts. This particular edition is in a Spiral-bound format. This books publish date is Apr 21, 2010 and it has a suggested retail price of \$18.99. It was published by Houghton Mifflin Harcourt and has a total of 208 pages in the book.

Mastering Computer Typing, Revised Edition by Sheryl ...

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