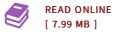


Touch Typing in Ten Hours: Spend a Few Hours Now and Gain a Valuable Skill for Life

By Ann Dobson

Little, Brown Book Group, United Kingdom, 2009. Paperback. Book Condition: New. 3rd Revised edition. 246 x 170 mm. Language: English . Brand New Book. If you use a keyboard you need this book. Most of us use computers - many of us all the time - but how many of us can type properly? When you ve learned how to touch type a 3000 word report will take you less than 1 hour to type! With this book you can learn to touch type in ten hours at a fraction of the cost of a course. It will also take you less time than the average course and, best of all, you can learn in your own home or office. Just think how much time you will save in your working day - and you will be able to concentrate on the content rather than finding the correct letters. Touch Type in Ten Hours contains easy-to-use lessons divided into manageable one hour blocks, and there are plenty of exercises to consolidate what you have learned. There is also a reference guide giving useful tips of the trade . This new edition goes on to show you how to use Microsoft...



Reviews

Extensive manual! Its this type of great read through. Sure, it is actually engage in, nonetheless an interesting and amazing literature. Its been written in an exceedingly simple way and it is simply right after i finished reading this pdf through which basically altered me, affect the way i believe. -- **Mrs. Mertie Cummerata**

A brand new electronic book with a new standpoint. It is writter in basic phrases rather than confusing. Its been designed in an extremely basic way which is merely right after i finished reading through this publication where basically altered me, change the way i believe. -- Kitty Crooks

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