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Mastering Computer Typing: Learn to Type Efficiently and ...

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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Provides instructions and exercises for learning to use a computer keyboard and numeric keypad, prepare tables, letters, and manuscripts, proofread, and work in DOS, UNIX, and various programming languages

In *Speaking Your Way to Success*, Sheryl Lindsell-Roberts draws on years of experience as a business communications expert to deliver straightforward guidelines for professionals on how to speak powerfully and effectively. Whether talking in front of a large group or engaging in a one-to-one conversation, this book will help anyone to speak up, speak well, and get noticed. Chapters include: -- Making Introductions -- Developing Listening Skills -- Using Politically Neutral Language -- Interviewing and Being Interviewed -- Speaking in Public -- Communicating Cross-Culturally -- Harnessing the Power of Today's Multigenerational Workforce In her signature no-nonsense style, Lindsell-Roberts shows speakers how to pay attention to their audience, support their words with body language, interject stories the audience will relate to and enjoy, encourage audience interaction, and more. This book is packed with specific suggestions that can be applied immediately on topics such as giving and receiving compliments, keeping a conversation going, asking for a raise, and cold calling. There are strategies for introducing yourself when you don't know anyone at an event, techniques for initiating conversation, and a checklist for rating your listening skills. Lindsell-Roberts also has a proven, no-fail attack plan for how to work a room. Stop lurking quietly in the shadows and start speaking your way to success!

Python for Web Python definitely tops the charts when it comes to ease of use and beginner-friendly learning curve in the world of programming languages. At the same time, Python is essential when it comes to writing system scripts, processing big data, performing mathematical computations, creating web applications, and rapid prototyping. With this Mastering edition, we have focused especially on the usage of Python for Web. This book explores Python programming fundamentals with interactive projects and introduces core coding concepts and the basics of Python-based web development. The reader should be ready to dive deep into the world of Python for web development in no time. Since Python positions itself in web development as a back-end language, it is usually mixed with another front-end language to build a whole website. At the same time, reasons for using Python in web development are many: it is a flexible, versatile, and highly efficient programming language with dynamic typing capacity. This book helps readers to examine Python's key back-end/front-end programming techniques and guides them through implementing them when creating professional projects. Furthermore, it also focuses on teaching readers how to solve common problems and developing web services with Python frameworks such as Django and Flask. Mastering Python for Web has a goal more ambitious than simply teaching you the ropes – it aims to help you embrace and master problem solving, which could be viewed as the single most crucial skill for a coder. It offers you a focal point on starting as a beginner and growing into an expert by putting your newly acquired knowledge into practice. Programming is a hands-on skill, and this particular book helps you put your skills to test with easy-to-grasp tasks and examples. Learn more about our other Mastering titles at: <https://www.routledge.com/Mastering-Computer-Science/book-series/MCS>

Do you need to learn to type in a hurry? Or do you just need a refresher course to practice with and tone up your skills? This is the shortest typing course that covers all of the fundamental skills of touch typing. This classic handbook, which has literally taught more than a million people the basics of typing, can teach you too. Touch Typing in 10 Lessons starts by teaching you the basic combinations for fingering the keyboard, and then helps you master the entire alphabet. Once you've learned the alphabet, the book jumps right into capitals, punctuation, and numbers. Learning the keyboard is just the beginning. The book will teach you how to set up professional business letters and tricks to help you get the most out of your word processor. There are dozens out of your keystrokes. There are dozens of drills that will help you develop the accuracy and speed you need in school and at the office. Finally, there are practice tests that will help you get over fears concerning typing tests and that will help build up your speed on the keyboard.

A textbook introducing computer keyboard typing skills with drills and exercises.

The ability to write well is a critical skill for professionals in nearly every field. Good writers provide leadership, influence decisions, and advance their own careers. In this new book, Sheryl Lindsell-Roberts draws from her twenty-plus years of experience as a successful consultant for clients in business, education, and government. In a lively, engaging style, she explains how to write persuasively for virtually any audience. Part 1 addresses the basics of all business writing: understanding the reader, drafting, achieving the right tone, creating visual impact, and editing. Part 2 provides more specific advice on brochures, executive summaries, speeches, PowerPoint presentations, Web site content, and much more. Concrete examples illustrate practical strategies such as how to present a message positively instead of negatively, how to sequence information for different kinds of readers, and how to use charts to highlight key points. Packed with valuable information obtained from actual clients in the field, 135 Tips for Writing Successful Business Documents is guaranteed to help anyone who reads it write to hit the mark.

Good Design, Down to the Letter Packages on store shelves, posters on building walls, pages of a website—all contain information that needs to be communicated. And at the heart of that communication is type: visually interesting, interactive, expressive and captivating. Each letter must come alive; therefore, each letter must be carefully crafted or chosen. A solid foundation in typography, as well as an understanding of its nuances, will help you optimize your visual communication—in whatever form it takes. By breaking down the study of type into a systematic progression of relationships—letter, word, sentence, paragraph, page and screen—award-winning graphic designer and professor of communication design Denise Bosler provides a unique and illuminating perspective on typography for both print and digital media and for designers of all skill levels. Through instruction, interviews and real-world inspiration, Mastering Type explores the power of each typographic element—both as it stands alone and as it works with other elements—to create successful design, to strengthen your skill set and to inspire your next project.

E-mail and computer keyboards may have replaced dictation and typewriters in the business world, but the importance of clear and effective written communication has never been greater. In her all-new book, business-writing expert Sheryl Lindsell-Roberts offers practical advice on writing messages guaranteed to get results. Drawing on her experience leading writing workshops for Fortune 500 companies, Lindsell-Roberts walks the reader through a variety of letter-writing exercises and shows how a well-crafted message can make any writer stand out in the crowd. Getting from a blank page or screen to a results-oriented message is easy with Lindsell-Roberts's proven Six Step Process. And numerous tips and reminders help make the central point that a successful message should always focus on what the primary reader needs to know. Best of all, Strategic Business Letters and E-mail is designed to save the user time and effort. Specific chapters on such areas as sales and marketing, customer relations, and personal business offer hundreds of sample letters, memos, and e-mail messages that can be used verbatim or with minimal alteration to fit a particular circumstance. Opening this invaluable book is the first step to jump-starting effective business communication.

Important Notice: The digital edition of this book is missing some of the images or content found in the physical edition. An introductory computer literacy text for nurses and other healthcare students, Introduction to Computers for Healthcare Professionals explains hardware, popular software programs, operating systems, and computer assisted communication. The Fifth Edition of this best-selling text has been revised and now includes content on online storage, communication and online learning including info on PDA's, iPhones, IM, and other media formats, and another chapter on distance learning including video conferencing and streaming video.

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