



Century 21™ Jr., Input Technologies and Computer Applications (Middle School Solutions)

By Jack P. Hoggatt, Jon Shank, Karl Barksdale

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Looking for a solution to get your students started in the computer world? This introductory text, CENTURY 21, JR. INPUT TECHNOLOGIES AND COMPUTER APPLICATIONS, 2e is the perfect companion for navigation of computer basics, file management, the Internet, keyboarding, handwriting recognition, speech recognition, tablet PCs, word processing, desktop publishing, spreadsheets, presentations, databases, HTML programming, and Web pages. CENTURY 21, JR. provides step-by-step guidance, with engaging activities labeled as Learn, Practice, and Apply. Units are divided into easy-to-manage chapters and projects will help students learn the features of Microsoft Office 2007.

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- Rank: #594598 in Books
- Brand: Brand: Cengage Learning
- Published on: 2009-03-24
- Original language: English
- Number of items: 1
- Dimensions: 1.20" h x 8.60" w x 10.90" l, 3.65 pounds
- Binding: Hardcover
- 640 pages

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Editorial Review

Review

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About the Author

Dr. Jack P. Hoggatt is Department Chair for the Department of Business Communications at the University of Wisconsin-Eau Claire. He has taught courses in Business Writing, Advanced Business Communications, and the communication component of the university's Master in Business Administration (MBA) program. Dr. Hoggatt has held offices in professional organizations and has been received the Outstanding Post-Secondary Business Educator Award in Wisconsin. He has served as an advisor to local and state business organizations.

Dr. Jon Shank is a Professor of Education at Robert Morris University in Moon Township, Pennsylvania. His contributions to the text include units on advanced correspondence, report formatting, spreadsheets, Web searching and design, desktop publishing, business plans, communication skills, and emerging technologies.

Karl Barksdale is currently an instructor at the Utah County Academy of Sciences and is a former instructor at Farrer Middle school in Provo, UT. He has recently been a consultant for Google. Formerly a Development Manager for the Training and Certification team at WordPerfect Corporation, he obtained a master's degree in curriculum from the University of Utah and applied his degree as the Secondary Curriculum Coordinator for Provo School District. Later he returned to education as a Business Education instructor. Since that time he has authored more than 50 business and computer education textbooks for South-Western Educational Publishing, Course Technology, Speaking Solutions, and other publishers.

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