Leverage the Power of 2007

South-Western is proud to introduce the latest in keyboarding and computer applications. Formatted for Microsoft Word 2007, these text and software options will fulfill the needs of students and instructors alike. Whether you're looking for the best classroom tools or the perfect distance-education solution, our College Keyboarding collection delivers a powerful, flexible selection of software-specific instruction.

New Name, Same Great Solutions

By now you probably know that our company has a new name—Cengage Learning. But why Cengage Learning you wonder? As one of the world's largest providers of print and digital information services, the new name is based on being at the "center of engagement" for customers worldwide. The name reinforces the company's traditions as a research and educational publisher and conveys its commitment to innovate to meet your needs for new forms of solutions in the future.

We hope that you find our new company to be even more innovative and customer-focused than ever before. Learn more at www.academic.cengage.com.

Cengage Learning is an existing company and imprint brand including Course Technology and Delmar Learning among others.
Get Ready for Microsoft’s Extreme Make-over

Microsoft completely overhauled its latest version of Office, and our products have had an extreme make-over as well. The menus and toolbars are now gone, and the interface has a ribbon format with tabs, groups, and commands. Dynamic, new features—such as live preview, quick-style galleries, themes, and building blocks—have been added, bringing a new way of creating and enhancing documents. Word 2007 significantly improves on the formatting power of previous versions.

What Has Changed?

The defaults of Word 2007 and Word 2003 differ significantly. Many users are surprised to discover the dramatic impact that the changes in Word defaults have on document formatting. The new defaults—particularly the line spacing, the space after paragraph, the title style, and heading styles—produce documents that look different than traditional document formats. Microsoft emphasizes that the rationale for changing the defaults is to enhance both readability and the appearance of documents, and, ultimately, improve productivity with fewer clicks to format.

<table>
<thead>
<tr>
<th>Default Word 2007</th>
<th>Default Word 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body font and size</td>
<td>Calibri 11 point (sans serif)</td>
</tr>
<tr>
<td>Heading font</td>
<td>Cambria (serif) Arial (sans serif)</td>
</tr>
<tr>
<td>Title style</td>
<td>Cambria 26 point, dark blue, Arial 16 point, bold, centered left align, followed by line</td>
</tr>
<tr>
<td>Side margins</td>
<td>1.0 inches</td>
</tr>
<tr>
<td>Line spacing</td>
<td>1.15 (single spacing)</td>
</tr>
<tr>
<td>Space after paragraph</td>
<td>10 point</td>
</tr>
</tbody>
</table>

What Does This Mean for You?

The Word 2007 defaults considerably affect how you teach document formatting. After the initial shock wears off, you will probably find the new formats easy to learn and to teach. Students will be able to easily create professional-looking documents with great impact.

Our Approach to Word 2007

South-Western fully embraces the new formatting defaults. The instructional texts have been updated to reflect these changes. The texts include all new instructions to support Microsoft Word 2007 and offer tips for a smooth transition into the new software. Special attention is paid throughout the text to help instructors and students make the transition from Word 2003 to 2007. The texts correlate to the new all-in-one Keyboarding Pro DELUXE software, which teaches and reviews keyboarding skills in the first 25 lessons and then checks the speed and accuracy of timed writings, drills, and formatting and spacing for lessons 26-120.

The Path to Learning Word 2007

New techniques are designed to simplify learning and teaching word processing commands.

• Clear paths provide directions on the ribbon, so students never get lost. Each command is introduced, with the path (TAB/GROUP/COMMAND) shown to guide students to its location.

• Simple directional cues: Red circled numbers are used to link specific directions to screen shots, so students can follow all directions easily.

For more information, visit www.collegekeyboarding.com.
New and Improved for 2007

Keyboarding Pro DELUXE is the new all-in-one keyboarding software that combines the engaging and popular Keyboarding Pro 5 with the document-checking capabilities of CheckPro. This interactive software enables students to learn the keys and build keying skills then complete drills, timed writings, and documents in Microsoft Word 2007.

Six Categories of Activities

- **Lessons**—Keyboarding Pro DELUXE teaches students how to type and shows how to use Microsoft Word 2007, plus students learn to respond to commonly used commands.
- **Skill Building**—Keyboarding Pro DELUXE teaches students how to type and shows how to use Microsoft Word 2007, plus students learn to respond to commonly used commands.
- **Timed Writings**—The new enhanced error diagnostics tracks specific accuracy problems and then suggests drills by row, by finger, or by type to improve accuracy.

References

- Multimedia presentations teach the students the Microsoft Word 2007 commands, making it easy for students to understand and apply them.
- Communication Skills—These topics such as proofreading and word usage are critical and are practiced throughout the product.
- Summary Reports—Students and teachers can view detailed records of progress for each lesson plus a comprehensive summary on timed writings, error diagnostics, and drills.

Report Categories

- Monitor—Provides a detailed record of progress for each lesson plus a comprehensive summary on timed writings, error diagnostics, and drills.
- Keyboards—Documents students’ progress and provides a detailed record of progress for each lesson plus a comprehensive summary on timed writings, error diagnostics, and drills.
- Summary Reports—Students and teachers can view detailed records of progress for each lesson plus a comprehensive summary on timed writings, error diagnostics, and drills.

Copyright 2008 South-Western Educational Publishing

Visit www.collegekeyboarding.com

Keyboarding Pro DELUXE

Reports

- monitor—Provides a detailed record of progress for each lesson plus a comprehensive summary on timed writings, error diagnostics, and drills.
- Keyboards—Documents students’ progress and provides a detailed record of progress for each lesson plus a comprehensive summary on timed writings, error diagnostics, and drills.
- Summary Reports—Students and teachers can view detailed records of progress for each lesson plus a comprehensive summary on timed writings, error diagnostics, and drills.

Keyboarding Pro DELUXE

Certified Approach (student license) 0-538-73128-1
Certified Approach (site/network license) 0-538-73129-X
Essentials Approach (student license) 0-538-73127-3
Essentials Approach (site/network license) 0-538-73124-9

* Free site license to qualified post-secondary adopters.
Supplemental lessons called Skill Builders provide extra practice to strengthen speed and accuracy.

Lessons 1-60 Focus on Basic Keyboarding and Formatting

Keyboarding & Formatting 2E makes it easy to integrate keyboarding instruction with basic word processing, Internet, and communication skills.

- **Level 1**, Lessons 1–25, focuses on the alphabetic, numeric, and symbol keys and start building skill using the correlated lessons in Keyboarding Pro DELUXE. While students are working Lessons 1–25 in Keyboarding Pro DELUXE, they are not working in Word 2007.
- **Level 2**, Lessons 26–60, teaches the basic word processing functions and the major business document formats: interoffice memos, e-mail, business letters, simple reports, tables, and newsletters. Editing skills are emphasized and very basic graphics are introduced.

Contents

Visit www.collegekeyboardng.com  7
6 Call 800.354.9706

- Student Text/Data CD, Lessons 1-60  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .0-538-72976-7
- Instructor’s Manual, Lessons 1-60  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .0-538-72977-5
- Instructor’s Resource CD, Lessons 1-60  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .0-538-72978-3
- Keyboarding Pro DELUXE, Essentials (student license)  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .0-538-73127-3
- Keyboarding Pro DELUXE, Essentials (site/network license)*  . . . . . . . . . . . . . . . . . . . . . . . . . . . . .0-538-73124-9

*Free site license to qualified post-secondary adopters.

Keyboarding & Formatting Essentials 2E

Copyright 2008 VanHuss, Forde, and Woo

The instruction is tailored so that concepts and functions are taught on a need-to-know basis, keeping learning relevant and providing ample practice on word processing commands.

Building a skill takes practice, and that’s what you get with Keyboarding Essentials 2E. More timed writings and technique drills throughout.

This versatile skill development program combines keying from the text and computer screen to provide well-rounded practice.

Model documents make it easy. New formats are explained and illustrated with call-outs for proper placement.

For more information, visit www.collegekeyboardng.com.

Focus on Basic Keyboarding and Formatting

Keyboarding & Formatting 2E makes it easy to integrate keyboarding instruction with basic word processing, Internet, and communication skills.

- Level 1, Lessons 1–25, focuses on the alphabetic, numeric, and symbol keys and start building skill using the correlated lessons in Keyboarding Pro DELUXE. While students are working Lessons 1–25 in Keyboarding Pro DELUXE, they are not working in Word 2007.
- Level 2, Lessons 26–60, teaches the basic word processing functions and the major business document formats: interoffice memos, e-mail, business letters, simple reports, tables, and newsletters. Editing skills are emphasized and very basic graphics are introduced.

Contents

Visit www.collegekeyboardng.com  7
6 Call 800.354.9706

- Student Text/Data CD, Lessons 1-60  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .0-538-72976-7
- Instructor’s Manual, Lessons 1-60  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .0-538-72977-5
- Instructor’s Resource CD, Lessons 1-60  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .0-538-72978-3
- Keyboarding Pro DELUXE, Essentials (student license)  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .0-538-73127-3
- Keyboarding Pro DELUXE, Essentials (site/network license)*  . . . . . . . . . . . . . . . . . . . . . . . . . . . . .0-538-73124-9

*Free site license to qualified post-secondary adopters.

Keyboarding Essentials 2E

Copyright 2008

The instruction is tailored so that concepts and functions are taught on a need-to-know basis, keeping learning relevant and providing ample practice on word processing commands.

Building a skill takes practice, and that’s what you get with Keyboarding Essentials 2E. More timed writings and technique drills throughout.

This versatile skill development program combines keying from the text and computer screen to provide well-rounded practice.

Model documents make it easy. New formats are explained and illustrated with call-outs for proper placement.

For more information, visit www.collegekeyboardng.com.
Address Needs of the Business World

Formatting & Document Processing 2E
Lessons 61-120

Developing keyboarding skill requires continual diligence and repetition; therefore, warmup drills, skill-building drills, and timed writings are essential elements of each module.

All timed writings in Lessons 61–120 are of average difficulty and contain each letter of the alphabet.

Contents
Level 3: Mastering Document Design
Module 10 Editing
Module 11 Letter and Memo Mastery
Module 12 Report Mastery
Module 13 Table Mastery
Module 14 Forms and Financial Documents

Level 4: Designing Specialized Documents
Module 15 Graphic Enhancements
Module 16 Mass Mailings
Module 17 Meeting Management
Module 18 Legal, Medical, and Employment Documents
Module 19 Pommery Air Services, Inc.

Word processing commands taught in Lessons 1–60 are reviewed and applied to ensure that students have mastered them. Applications include the documents that bring all of the new learning together within the lesson. Students are provided with ample opportunity to apply the basic word processing features and the document formats taught in each lesson.

Keyboarding Pro DELUXE automatically saves and names all document files appropriately. For non-users of the software, filenames are provided in parentheses after the last instruction in each drill or application. Some applications use data files, and these files are identified with a CD icon and the name of the file.
Get All 120 Lessons in One Convenient Text

This comprehensive series provides two semesters of keyboarding and document formatting instruction. Keyboarding & Formatting Complete Course offers 120 lessons in one complete text: Lessons 1-60 focus on basic keyboarding and formatting; Lessons 61-120 move onto more advanced formatting and document processing.

- Applications Assessment
- Internet Activities
- Communication Activities

Communication activities are integrated in each of the modules. The modules introduce new elements such as proofreading, editing, and advanced formatting. These activities are designed to provide practical experience and prepare students for the workplace.

- Workplace Success

Workplace Success focuses on the "soft skills" required for job success.

Contents

- Level 1: Developing Keyboarding Skill
- Level 2: Formatting Essentials
- Level 3: Mastering Document Design
- Level 4: Designing Specialized Documents

The Projects are designed to apply and integrate activities in a real-world setting. Document formats and word processing commands are integrated within the project.
Now all 120 lessons are built into one piece of software! The number of lessons available depends on the length of your course. Choose the lesson range when creating a class within the Instructor Utilities.

Beginning in Lesson 26, error diagnostics track specific accuracy problems by row, finger, or type and then prescribe customized drills to improve problem areas.

Students learn the numeric keypad by touch and build their skill. Nine sets of drills and an open screen area for practicing from other sources are available.

Games provide motivation and fun activities for students while developing skill.


New for 2007! We’ve combined our popular new-key learning software, Keyboarding Pro, with our time-saving document-checking program, CheckPro. The result is Keyboarding Pro DELUXE—a dynamic new program that now includes all 120 lessons, error diagnostics with prescriptive accuracy drills, flash presentations to reinforce learning, and enhanced instructor utilities and Web Reporter for distance learning.
Set the Groundwork for Certification

College Keyboarding 17E: Certified Approach is a comprehensive, updateable keyboarding text that meets the needs of today’s fast-paced workplace. The new Certified Approach is the most student-tested, tested, and proven text that teaches certification skills. The software, Keyboarding Pro DELUXE is the only software designed specifically for this text, teaching and reviewing keyboarding skills in the first 25 lessons and checking the speed and accuracy of timed writings in the remaining lessons.

The new Certified Approach is an intensive keyboarding, word processing, and document formatting text. The basic Microsoft Certified Application Specialist (MCAS) competencies are taught in Lessons 1-60. Modules covering newsletters and employability skills ensure that students have the skills they need to succeed in today’s business world.

The text correlates to the new all-in-one Keyboarding Pro DELUXE software, which teaches and reviews keyboarding skills in the first 25 lessons and checks the speed and accuracy of timed writings in the remaining lessons.

Supplemental lessons called Skill Builders provide extra practice to strengthen speed and accuracy.

Technique Tips throughout each lesson give students hints to increase their keying proficiency.

Communication Skill activities provide extra practice and reinforce language arts skills such as proofreading, capitalization, and composition.
In the Visual Content module, students apply and customize document themes, format document backgrounds with text and picture watermarks, color, and fill effects. They also learn commands to crop, size, scale, compress, rotate, and adjust pictures and other graphics.

Many word processing commands taught in Lessons 1-60 and in earlier lessons of 61-120 are reviewed and applied to ensure that students have mastered them.

The Report Mastery module reviews unbound and left reports with footnotes, endnotes, cover pages and reference pages. It also teaches how to generate a table of contents, table of figures, index, and various style citations and bibliographies.

In the Report Mastery module, students also learn how to create and edit footnotes and endnotes quickly and accurately. They also learn how to insert, format, and edit cover pages and reference pages.

Document design refers to matching the design elements—such as the document theme (color, font, effects), styles, use of white space, graphic elements—to the message that the document seeks to communicate. Full-page models with callouts are provided.
Get Microsoft Certified
This comprehensive series provides two semesters of keyboarding and word processing instruction, and is developed for Microsoft Certified Applications Specialist certification.

What Is Certification?
The new Microsoft Certified Application Specialist (MCAS) credential is a globally recognized standard that validates skills with the 2007 Microsoft Office system. The successor to the Microsoft Office Specialist (MOS) credential, the MCAS credential meets the demand for the most up-to-date skills using the latest technologies from Microsoft. The new generation of Microsoft certifications are designed to be directly relevant to the latest technologies and your students' specific job role.

Why Certify?
By earning the MCAS credential, students gain a competitive edge in the job market. Their proven expertise with Word 2007 will stand out and enable them to broaden their employment opportunities and increase their earning potential.

College Keyboarding 17E provides students with the skills and knowledge to sit for the Microsoft MCAS certification examinations.

Multiple projects enable students to apply the skills they have learned in a real-world environment. Document formats and word processing commands are integrated within the projects.

Technology Tips help students keep abreast of new developments in technology. A topic is presented, and several documents in the module expand on the topic.

Materials
Keyboarding & Word Processing Complete Course, Lessons 1-120
Copyright 2008
VanHuss, Forde, Woo, and Hefferin

Contents
Level 1: Developing Keyboarding Skill
Level 2: Word Processing Document Design
Level 3: Document Design Mastery
Level 4: Advanced Document Processing

The 1-120 text prepares students for MCAS certification by focusing on these skill sets:
• Creating/customizing documents
• Formatting content
• Working with visual content
• Organizing content
• Reviewing documents
• Sharing/securing data

The skill sets are correlated to the activities in the text.
Certified Approach

Build a Strong Keyboarding Foundation

Introduce students to the keyboard with College Keyboarding 17E: Keyboarding Course, Lessons 1-25. This brief text is devoted solely to learning the keyboard and building skill through alphabetic, numeric, and keypad lessons. No word processing is introduced so that students stay focused on building a strong foundation skill. Simply combine this text with the fun, engaging Keyboarding Pro 5 software for a versatile package that combines keying from the text and computer screen to provide well-rounded practice.

Software Features
• Keyboarding Pro 5 is tutorial software that presents the new keys and provides drill and practice to build skill. It contains all the features of the previous versions with enhancements that include suggestions to improve typing techniques.
• Enhanced Web Reporter allows instructors to manage classes, set grading parameters, and add comments to student reports. Students can now view these comments online. With the new online Instructor Utility, instructors can create and manage courses from any location.
• Student reports now hyperlink to more detailed reports making navigation simpler and details easier to view.
• Reference module provides quick access to technique videos and communication tools.
• Twenty additional speed and accuracy lessons (40 total) reinforce and extend keyboarding skills.
• Open screen word processor provides a convenient place to practice keyboarding skills, key letters and reports, and take timed writings.

Contents
Level 1: Developing Keyboarding Skill
Module 1 Alphabetic Keys
Module 2 Figure and Symbol Keys
Level 2: Applying Keyboarding Skills
Numeric Keypad
Word Processing
Communication Skills
Proofreading Skills
Composition Skills
Internet Activities

The Keyboarding Assessment/Placement test, which works with Keyboarding Pro 5 software, allows you to learn the skill level of your students quickly.

Updated Internet activities cover basic knowledge and skills.

Visit www.collegekeyboarding.com    21
Call 800.354.9706
Additional Materials

Instructor Materials

The Instructor’s Manual and Key includes the following components:

- Articles about various topics in teaching keyboarding and word processing
- Information about Keyboarding Pro DELUXE software
- Teaching Tips for each of the modules, including a list of basic word processing commands taught and applied, terminology, objectives, and a list of the data files and where they are used
- Solutions to drills, applications, communication activities, and Checkpoints
- Solutions to the Objective and Performance Tests

Web Resources

Additional Resources

- Instructor Resources CD
  - Checkpoints
  - Data files for Lessons 31–60 and Performance Assessments
  - ExamView test bank files
  - Keyboarding Articles
  - Solutions files for all drills, applications, and tests
  - Syllabus
  - Objective and Performance Tests

- Web Resources for Both Students and Instructors

Web Reporter Enhancements have been made to the Web Reporter functionality so that students can work from home or school and have up-to-date records wherever they work. As an instructor, you will now be able to see a student's document, add any appropriate comments, and have all the student information displayed in a classroom gradebook.

ToolBox for Distance Learning Courses

ToolBox is an online supplement designed to enhance student instruction. This distance-learning tool works with WebCT, Blackboard or other platforms and includes learning, flashcards, a quiz, skill-building suggestions, communication activities, enrichment activities, Internet activities, Web links, and ExamView test bank files for each module.

Easy-to-use Instructor Utilities allow you to set up and manage courses, model-based assignments, and student tests.

- Instructors can set and lock preferences such as the backspace key, one or two spaces after a period, Spanish instruction, audio instruction, game usage, and more.
- New gradebook allows instructors to set parameters for automatic grading of timed writings, assignments, production tests, and more.
- The new online Instructor Utilities allows instructors to create and manage courses from any location.

Visit www.collegekeyboarding.com
New-Key Learning and Skill Building

Keyboarding Course Lessons 1-25

Keyboarding (0-538-73026-9) Short Course Software: Keyboarding Pro 5 (0-538-73122-2; 0-538-73124-9 site/network) Package: Text Lessons 1-25 + Keyboarding Pro 5 student version (0-538-73132-X)

Keyboarding and Word Processing for Microsoft Word 2007


Advanced Word Processing II

Advanced Word Processing II

Complete Course Complete Course

Integrated Computer Applications 5E

Skill Building Pro

New! Integrated Computer Applications 5E

Copyright 2008 Sharp and Johnson Developing strong word processing skills has never been easier or more fun. Skill Building Pro is a fully integrated text and software program that includes 60 lessons of instruction as well as self-paced writings, drill practice, timed writings with error diagnostics, games for building skill, and a word processor. This versatile skill-development program combines keying from the text and computer screen to provide well-rounded practice for improving keyboarding skills.

• Part I: Lessons 1-60 are divided into six cycles, each comprised of 10 skill building lessons, including speed, accuracy, and an assessment.
• Part II: Timed Writings 1-15 measure students’ progress as they key from the text, from the screen, or from another source to provide the versatility they need.
• Part III: On Your Own—Supplementary Drills 1-15 let students set their own pace with individualized speed and accuracy building exercises and stay at the top of their game with fun practice opportunities.
• Enhanced Web Reporter makes it easier than ever to participate in a distance-learning course.

Integrated Computer Applications 5E

Copyright 2009 Van Huss, Forde, and Woo Using real-world applications and scenarios, Integrated Computer Applications challenges students to combine all of the tools of Microsoft Office 2007 to create relevant workplace solutions. This text builds on your students’ word processing skills and focuses on spreadsheets, presentations, database, publications (desktop publishing), and personal office management systems.

• Microsoft Certified Application Specialist (MCAS) essential competencies are correlated for Word, PowerPoint, Excel, Publisher, Access, and Outlook, ensuring that your students have a thorough understanding of these widely used software applications.
• Essential communication, keyboarding, and Internet skills are reinforced.

NEW! No matter what career aspirations your students hold, keyboarding and computer skills are the essential first step to success. The champion in keyboarding education, South-Western has continued to redefine and improve the essential elements needed to launch students to the top of the workforce. Choose from our comprehensive selection of products all backed by the leader in business education.

Call 800.354.9706
Visit www.collegekeyboardings.com