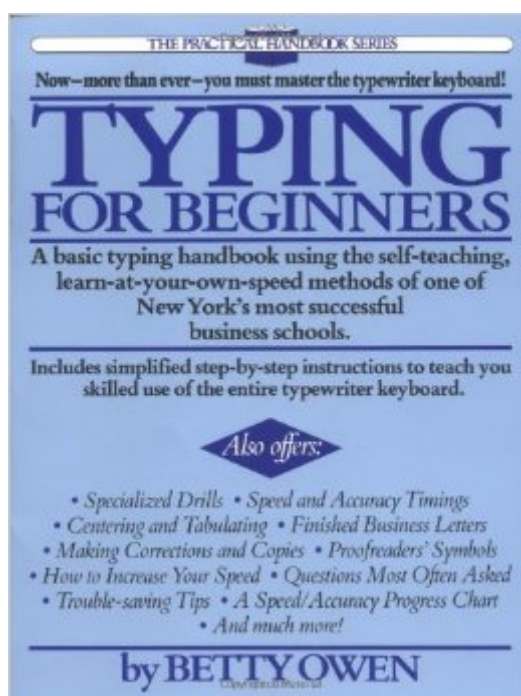


The book was found

Typing For Beginners: A Basic Typing Handbook Using The Self-Teaching, Learn-at-Your-Own-Speed Methods Of One Of New York's Most Successful Business Schools (Practical Handbook (Perigee Book))



Synopsis

Typing for Beginners

Book Information

Series: Practical Handbook (Perigee Book)

Paperback: 80 pages

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ISBN-13: 978-0399511479

Product Dimensions: 8.2 x 0.2 x 10.7 inches

Shipping Weight: 8 ounces (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 starsÂ Â See all reviewsÂ (14 customer reviews)

Best Sellers Rank: #326,416 in Books (See Top 100 in Books) #47 inÂ Books > Business & Money > Skills > Secretarial Aids & Training #669 inÂ Books > Computers & Technology > Programming > Introductory & Beginning #82335 inÂ Books > Reference

Customer Reviews

I used this book over 25 years ago when I was in high school and it's still around that should say how helpful it is! I bought it for my grandson who is using a manual typewriter and it helped describe and tell him where the various keys and levers were located and what they were used for. It also told him how to place his fingers so he no longer used the hunt and peck method. I would buy it again.

This book has the basic lessons but is not a modern book. it is a little outdated. i will still use it.

Bought this for our Nuns at our rectory that are trying to learn to type. received this on time and excellent price, they love it thanks

Perfect for self-teaching. Exactly what I needed.

very basic and clear

This book met my needs. Thank you.

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