



Century 21 Computer Skills and Applications, 10E

By Hoggatt, Shank, & Smith
South-Western / Cengage Learning

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This new tenth edition of this established text: *Century 21 Computer Skills and Applications* is a one semester course that reflects a new direction being taken in keyboarding. It not only includes the standard teaching methods for learning to type and format documents, but also covers computer applications such as word processing, presentations, database and spreadsheet, and the Internet. **MicroType 6 with CheckPro** supports the new key learning lessons and checks document solutions.

Features

- Content is generic, yet is supported by **Microsoft® Office 2013** and some coverage of **Windows® 8** for new users of the software; also works with **Microsoft Office 2010**.
- New internal design with fresh new look creates interest and simplifies learning.
- New end of chapter sections include **Academic Connections, Career Clusters, 21st Century Skills, Digital Citizenship** and more!

Components

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