



Century 21 Jr.[®]-- Computer Applications with Keyboarding 3rd Edition

By Hoggatt, Shank, and Smith Copyright 2016



This new third edition of *Century 21 Jr. Computer Applications with Keyboarding* uses a generic approach for document creation and supports Microsoft[®] Office 2013. This is a solution for an introductory computer applications course that also teaches keyboarding, and topics such as computer concepts and ethics.

Features

- Generic computer activities that support Microsoft Office 2013
- Special sections on digital citizenship, 21st Century Skills, careers, and student organizations
- Supports MicroType 6 with CheckPro[™]
- New end of chapter activities include academic connections, about business, life success, and career planning
- New Cognero[®] web-based assessment
- Instructor Resource CD-ROM has lesson plans, PowerPoint[®], solutions and more!
- Web Site: ngl.cengage.com/c21jr3e

Components

9781133365341	Textbook, Hard Top-Bound Cover, 336 pages, 4-color
9781133365518	Wrap-around Teacher's Edition, Hard Top- Spiral Bound Cover, 336 pages, 4-color
9781285065526	Instructor Resources CD-ROM (IRCD)
9781285068190	K12 IAC Interactive eBook for C21 Jr. 3e
9781285068206	K12 1YR PAC Interactive eBook for C21 Jr. 3e
9781305279100	MicroType 6 with CheckPro for Century 21 Jr 3e

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1) Unit 1 Digital Communication Tools	b) Chapter 6 E-Mails and Letters
a) Chapter 1 Applying Computer Basics	c) Chapter 7 Tables
b) Chapter 2 Finding and Organizing Information	d) Chapter 8 Desktop Publishing
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3) Unit 3 Word Processing, Desktop Publishing, and Document Formatting	b) Chapter 11 Worksheets
a) Chapter 5 Reports	c) Chapter 12 Database
	5) Reference Guide
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