

Welcome to GDP11e!

*Gregg College Keyboarding &
Document Processing, 11e*



ONE SOFTWARE. ONE SYSTEM. ONE SOLUTION.

Web-Based Courseware

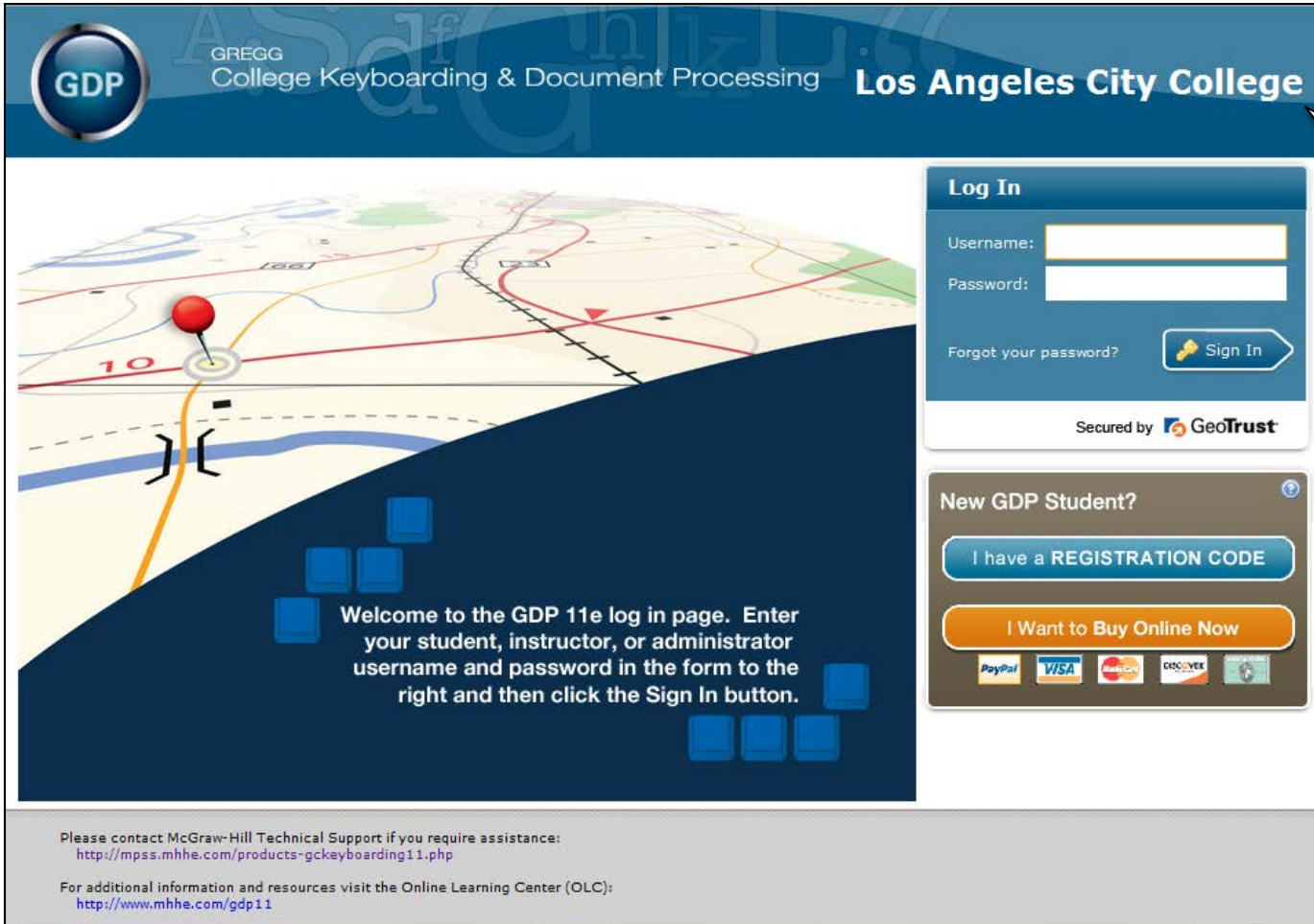
2

- ❑ Web-based courseware—no local installation.
- ❑ Work on a PC or Mac (with Word 2007, 2010, 2013, or 2016 for Windows installed).
- ❑ Seamless updates and corrections.
- ❑ Instructors and students:
 - Work at multiple locations with ease—all data saved on the Web.
 - Access GDP via one Web site.
- ❑ All skillbuilding uploaded automatically—students hit the ground running.



One Seamless Web Site

3



GDP GREGG College Keyboarding & Document Processing **Los Angeles City College**

Welcome to the GDP 11e log in page. Enter your student, instructor, or administrator username and password in the form to the right and then click the Sign In button.

Log In

Username:

Password:

Forgot your password? [Sign In](#)

Secured by **GeoTrust**

New GDP Student?

[I have a REGISTRATION CODE](#)

[I Want to Buy Online Now](#)

PayPal VISA MasterCard DISCOVER

Please contact McGraw-Hill Technical Support if you require assistance:
<http://mpss.mhhe.com/products-gckeyboarding11.php>

For additional information and resources visit the Online Learning Center (OLC):
<http://www.mhhe.com/gdp11>

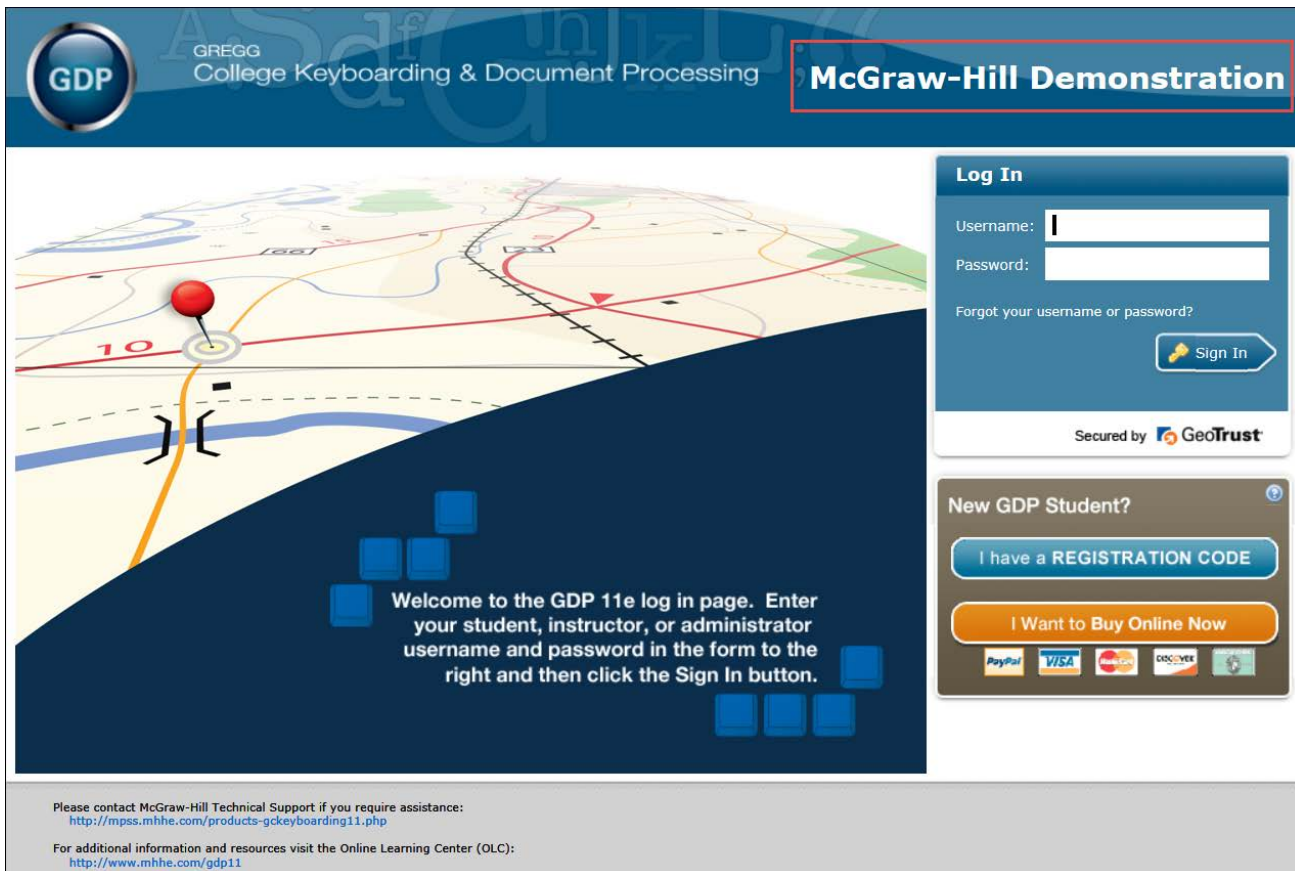
Your school's name here.

McGraw-Hill Demonstration Site

<https://mhdemo.gdp11.com/>

4

Please contact [McGraw-Hill CXG Digital Technical Support](#) for help.



The screenshot shows the McGraw-Hill Demonstration Site login page. The header features the GDP logo, the text 'GREGG College Keyboarding & Document Processing', and a red-bordered box with 'McGraw-Hill Demonstration'. The main content area has a map background with a red pin and a blue banner with the text: 'Welcome to the GDP 11e log in page. Enter your student, instructor, or administrator username and password in the form to the right and then click the Sign In button.' On the right, there is a 'Log In' section with fields for 'Username:' and 'Password:', a 'Forgot your username or password?' link, and a 'Sign In' button. Below this is a 'Secured by GeoTrust' badge. Further down is a 'New GDP Student?' section with two buttons: 'I have a REGISTRATION CODE' and 'I Want to Buy Online Now', followed by logos for PayPal, VISA, MasterCard, Discover, and American Express.

GDP GREGG College Keyboarding & Document Processing **McGraw-Hill Demonstration**

Welcome to the GDP 11e log in page. Enter your student, instructor, or administrator username and password in the form to the right and then click the Sign In button.

Log In

Username:

Password:

[Forgot your username or password?](#)

[Sign In](#)

Secured by **GeoTrust**

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[I have a REGISTRATION CODE](#)

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Triple-Focus Skillbuilding

5

- GDP's Lessons, Skillbuilding, and MAP+ features are a powerful, convenient triple-focus skillbuilding plan.



**Keyboarding
Success!**

Lessons Menu



6

- Intuitive lesson menus—easy navigation.

The screenshot displays the Gregg College Keyboarding & Document Processing interface. The top navigation bar includes links for Lessons, Skillbuilding, MAP+, Timed Writings, Language Arts, Reference Manual, and My. The main content area is titled 'Lesson 1: Home-Row Keys' and includes a 'Goals' section with three bullet points: 'Touch-type the home-row keys—A S D F J K L ;', 'Touch-type the SPACE BAR, ENTER, and BACKSPACE keys.', and 'Type at least 10wpm/1'3e; that is, type at least 10 words per minute (wpm) on a 1-minute timed writing while making no more than 3 uncorrected errors.' Below the goals is a diagram of a keyboard with the home-row keys highlighted in color. A sidebar on the left lists the lesson structure, including Unit 1, Lesson 1, and various sub-exercises. A red arrow points from the 'Lesson 1' entry in the sidebar to the 'Lesson and page identified.' text box.

GDG GREGG College Keyboarding & Document Processing

Lessons Skillbuilding MAP+ Timed Writings Language Arts Reference Manual My

The Alphabet, Number, and Symbol Keys

Unit 1
Keyboarding: The Alphabet

Lesson 1
Home-Row Keys: A S D F J K L ; SPACE BAR ENTER BACKSPACE

1A: Home-Row Position

✓ 1B: The SPACE BAR and ENTER Keys

✓ 1C: Practice The Home-Row Keys

✓ 1D: The F and J Keys

1E: The D and K Keys

1F: The S and L Keys

1G: The A and ; Keys

1H: The BACKSPACE Key

1I: Word Building

✓ 1J: 1-Minute Timed Writing

Lesson 1 Enrichment

Lesson 2
New Keys: E N T

Lesson 2 Enrichment

Lesson 1: Home-Row Keys

Goals

- Touch-type the home-row keys—A S D F J K L ;.
- Touch-type the SPACE BAR, ENTER, and BACKSPACE keys.
- Type at least 10wpm/1'3e; that is, type at least 10 words per minute (wpm) on a 1-minute timed writing while making no more than 3 uncorrected errors.

Click an exercise in the menu to the left to open it and begin your work, or click Next to go to the first exercise of this lesson.

□ Lesson and page identified.

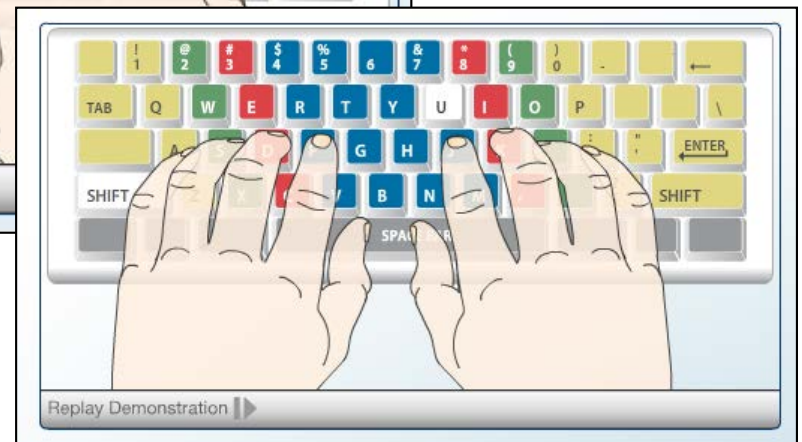
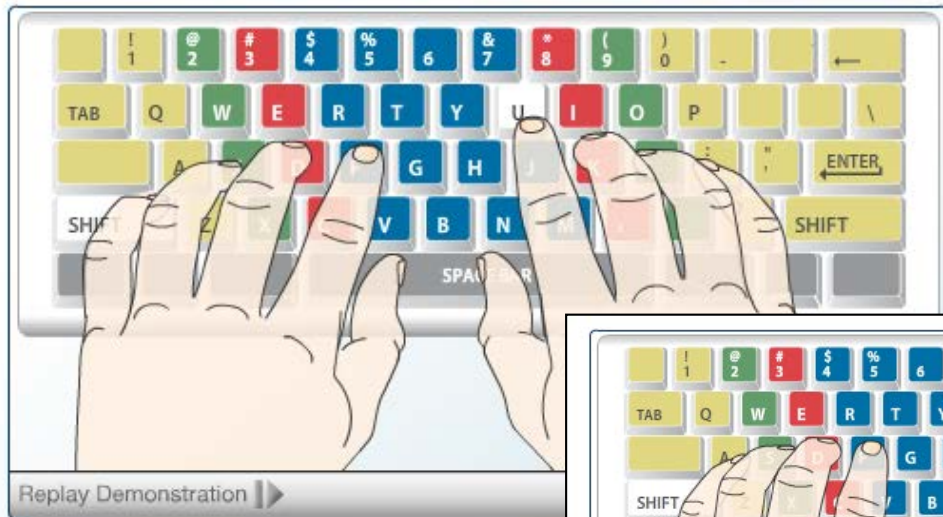
New-Key Demonstrations



7

- Demonstrations include audio and video.

Lesson 4C: The LEFT SHIFT Key



Timed Writings



8

- Measure and record student success.

Lesson 2I: 1-Minute Timed Writing

You have completed this exercise. Click the **Next Attempt** button to repeat the timed writing.

GOAL
11 wpm/1'/3e
Attempt #1
13 wpm/1'/3e

WORD WRAP: ON

INSTRUCTIONS
Take two 1-minute timed writings. When you complete the passage before time is up, press ENTER 1 time and begin again. The **Restart** button is active for the first 15 seconds of the timed writing. If you click **Restart** within the 15 seconds, you will be able to start the timed writing over. Word wrap is a common word processing feature that eliminates pressing ENTER at the end of each line. Words that will not fit on a line are moved (wrapped) to the next line. Do not press ENTER until you reach the end of a paragraph.

a {a·}tenant leased a fist·jet and landed at a
sedate lake;†
a <tenant>leased

TIMER 00:00

Next Attempt **Restart**

Color-coded scoring:
Insertion
Misstroke
Omission

Countdown timer.

Part 1 | Unit 1 | Lesson 2 | Page 9 | Lines 35-36

Countdown
timer.

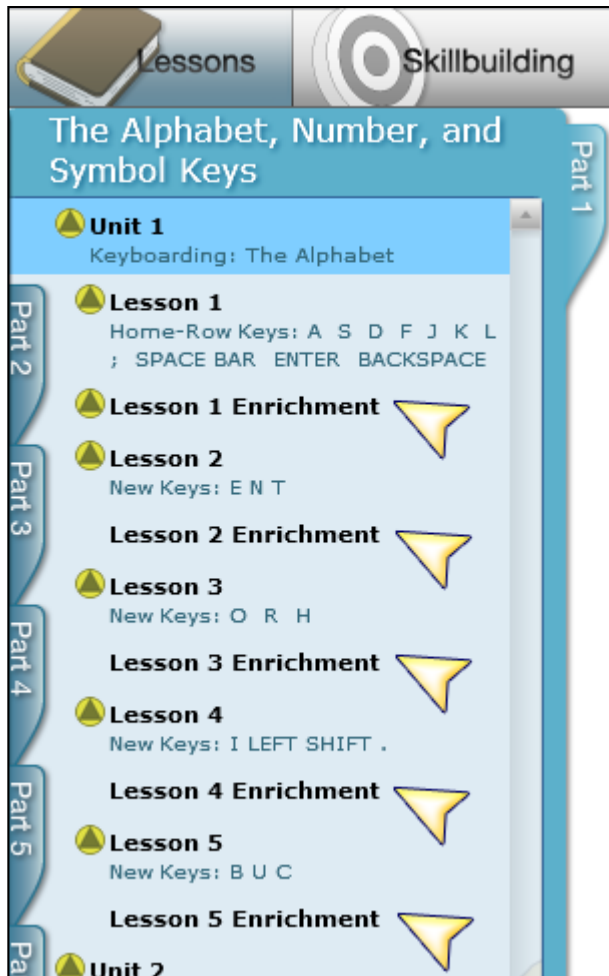
TIMER 00:54

Next Attempt **Restart**



Enrichment Pages

9



- Enrichment pages for Lessons 1-20 for remediation and supplementary skillbuilding.

Enrichment • Lesson 1	
Type each line 2 times.	A. NEW-KEY REINFORCEMENT 1 a dads jass la daff ad add dak lad lads daks adds 2 ads fad lall lass fads alas alfa fala sad alfalfa 3 sal falda all fall sala as falls salad salsa flak 4 asks flask sass dad flasks skald dada jak ask lad 5 alas ask salads dads dak sala fad falda flask sal 6 alfalfa add fads all salad flak lass flask ads as

Skillbuilding



10

□ Access all skillbuilding in one click.

The screenshot displays the Skillbuilding interface. At the top, a navigation bar includes tabs for Lessons, Skillbuilding (highlighted with a red target icon), MAP+, Timed Writings, Language Arts, Reference Manual, and My GDP. Below the navigation bar, the main content area is titled "12-Second Speed Sprints". On the left side of this area, there is a vertical sidebar with a "New Keys" section containing a list of speed sprints (11H to 120B) and a "Warmups" section. The main content area on the right contains text explaining the 12-Second Speed Sprints: "The 12-Second Speed Sprints foster speed improvement through the use of fast, repetitive typing on short, easy sentences without an error limit. You will enjoy these speed sprints because you can achieve much higher speeds by typing for just 12 seconds on easy copy. Thus, the practice is motivational. Also, this type of speed forcing in the earlier lessons is a proven way to break the habit of looking at the keys as you type."

10-Key Numeric Keypad



[GDP Movie](#)

11

**Ten-Key Numeric Keypad
Timed Practice**

- SL-A: Practice Keys 4-9
- SL-B: Practice Keys 1-9
- SL-C: Practice Keys 0-9
- SL-D: Practice Keys 0-9 (decimal)
- SL-E: 3-Digit Numbers
- SL-F: 3-Digit Numbers
- SL-G: 4-Digit Numbers
- SL-H: 4-Digit Numbers
- SL-I: 2- to 4-Digit Numbers
- SL-J: Short Decimal Numbers
- SL-K: Long Decimal Numbers
- SL-L: Long Decimal Numbers
- SL-M: Short & Long Decimal Numbers
- SL-N: Short & Long Decimal Numbers

**Numeric Keypad
Pretest»Practice»Posttest**

□ Increased 10-key numeric keypad coverage.

UNIT 4 SUPPLEMENTARY LESSON

Supplementary Lesson: Ten-Key Numeric Keypad

Goals

- Touch-type the ten-key numeric keypad keys.

New Keys

A. THE 4, 5, AND 6 KEYS

To input numbers using the ten-key numeric keypad, you must activate the NUM LOCK (Numeric Lock) key. Usually, an indicator light signals that the NUM LOCK is activated.

On the keypad, 4, 5, and 6 are the home-row keys. Place your fingers on the keypad home row as follows:

- J finger on 4
- K finger on 5
- L finger on 6

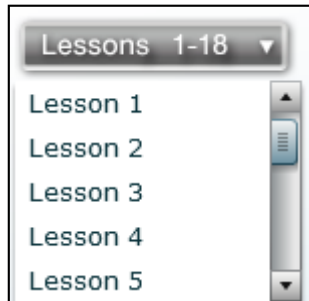
MAP+ From Lesson 1



[GDP Movie](#)



12



- **Skillbuilding** beginning in Lesson 1 continuing through Lesson 18 is **unlimited** and **always new**!

MAP+: Lesson 1: Additional Skillbuilding Drills

fads; la lads sala fa a fad all salads ask; salsa
as dak asks salsa; adds add fala falls; falls dad
adds; sass lall dada dads jass fall ad alas lads;

|

MAP+ “Live” Keyboard



13

- Click any key, finger, or button on this “live” screen for **unlimited, always-new skillbuilding**.

Click any key, finger, or text box for intensive practice on the element. Press Shift while clicking to practice shifted symbols (such as the colon and exclamation point).

The interface displays a virtual keyboard with keys color-coded by row: Number Row (purple), Upper Row (green), Home Row (red), and Lower Row (blue). To the right of the keyboard are four buttons labeled 'Number Row', 'Upper Row', 'Home Row', and 'Lower Row', each with a score of 0. Below the keyboard are two hand-specific score displays. The 'Left Hand' display shows scores for keys A (yellow), S (green), D (red), and F (blue), all at 0. The 'Right Hand' display shows scores for keys J (blue), K (red), L (green), and ; (yellow), all at 0.

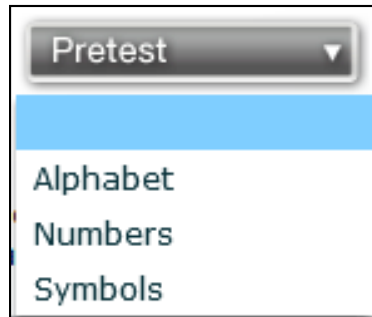
Row	Score
Number Row	0
Upper Row	0
Home Row	0
Lower Row	0

Hand	Finger	Key	Score
Left Hand	Index	A	0
	Ring	S	0
	Middle	D	0
	Pinky	F	0
Right Hand	Pinky	J	0
	Middle	K	0
	Ring	L	0
	Index	;	0

MAP+ Diagnostics



14



- Diagnostics for three skillbuilding categories:

- Alphabet
- Numbers
- Symbols



- Unlimited Prescriptive Drills based upon a diagnostic Pretest.

MAP+ Prescriptive Drills



15

- Prescriptive keyboarding remediation is **individualized, unlimited, and always new.**

Lessons Skillbuilding MAP+ Timed Writings Language Arts Reference Manual My G

MAP+: Alphabet

Pretest Lessons 1-18

Errors

Alphabet Keys	1
Number Keys	1
Symbol Keys	1
Functional Keys	2
Insertion/Omission	4
Substitution	0
Transposition	2

Click any key, finger, or text box for intensive practice on the element. Press Shift while clicking to practice shifted symbols (such as the colon and exclamation point).

Prescriptive Drills

TAB	0
W Key	0
RIGHT SHIFT	0

Click the first Prescriptive Drill to practice lines stressing that reach.

After you have finished these Prescriptive Drills, click any key, finger, or text box for intensive practice on that element.

Number Row 0 Upper Row 1 Home Row 0 Lower Row 0

Left Hand: 1 Right Hand: 0

Timed Writings



16

- Access all timed writings in one click.

The screenshot displays the 'Timed Writings' section of an educational platform. The top navigation bar includes 'Lessons', 'Skillbuilding', 'MAP+', 'Timed Writings' (active), 'Language Arts', 'Reference Manual', and 'My G'. The left sidebar lists categories: '1-Minute', '2-Minute', '3-Minute', '5-Minute', and 'Other'. The '3-Minute' category is selected, showing a list of prompts including '22C: 3-Minute Timed Writing', '24D: 3-Minute Timed Writing', '26C: 3-Minute Timed Writing' (marked with a green check), '28C: 3-Minute Timed Writing', '30D: 3-Minute Timed Writing', '32C: 3-Minute Timed Writing', '34D: 3-Minute Timed Writing', '36C: 3-Minute Timed Writing', '38C: 3-Minute Timed Writing', '40D: 3-Minute Timed Writing', 'Test 2: 3-Minute Timed Writing', 'Test 2 Alternate: 3-Minute Timed Writing', '42C: 3-Minute Timed Writing', '44D: 3-Minute Timed Writing', '46C: 3-Minute Timed Writing', '48C: 3-Minute Timed Writing', and '50D: 3-Minute Timed Writing'. The main content area shows the details for '3-Minute Timed Writing', including instructions: 'Take two timed writings, pushing moderately for speed. If you complete the passage before time is up, press ENTER 1 time and begin again.' and 'The Restart button is active for the first 15 seconds of the timed writing. If you click Restart within the 15 seconds, you will be able to start the timed writing over.' A red arrow points from the '3-Minute' category in the sidebar to the '3-Minute Timed Writing' section in the main content area.

3-Minute Timed Writing

Take two timed writings, pushing moderately for speed. If you complete the passage before time is up, press ENTER 1 time and begin again.

The Restart button is active for the first 15 seconds of the timed writing. If you click Restart within the 15 seconds, you will be able to start the timed writing over.

Open Timed Writing

Supplementary Timed Writing

Custom Timed Writing

- ✓ Completion Custom TW 1
- ✓ Exit Custom TW 1 of 2
- ⚠ Exit Custom TW 2 of 2

- Students type from any copy or from custom timed writings you create.

Language Arts



[GDP Movie](#)

17

- Systematic coverage with electronic tutorials.

Lessons Skillbuilding MAP+ Timed Writings **Language Arts** Reference Manual My GI

Punctuation

21D: Commas and Sentences
27D: Commas and Sentences
37D: Apostrophes
51D: Commas
61D: Commas
67D: Hyphens
71D: Commas
91D: Punctuation
97D: Semicolons

Grammar
Mechanics

Punctuation

A document with English errors would be unmailable—whether sent as an electronic file or as a paper document. That is why every odd-numbered lesson contains a 6-8 minute review of basic English skills, including:

- Punctuation
- Grammar
- Mechanics
- Proofreading
- Composing
- Spelling

Punctuation

Rule: Use a colon to introduce explanatory material that follows an independent clause.

Your move to Albuquerque offers many benefits: good climate, reasonable housing costs, and a metropolitan environment.

□ Access all tutorials in one click.

Reference Manual



18

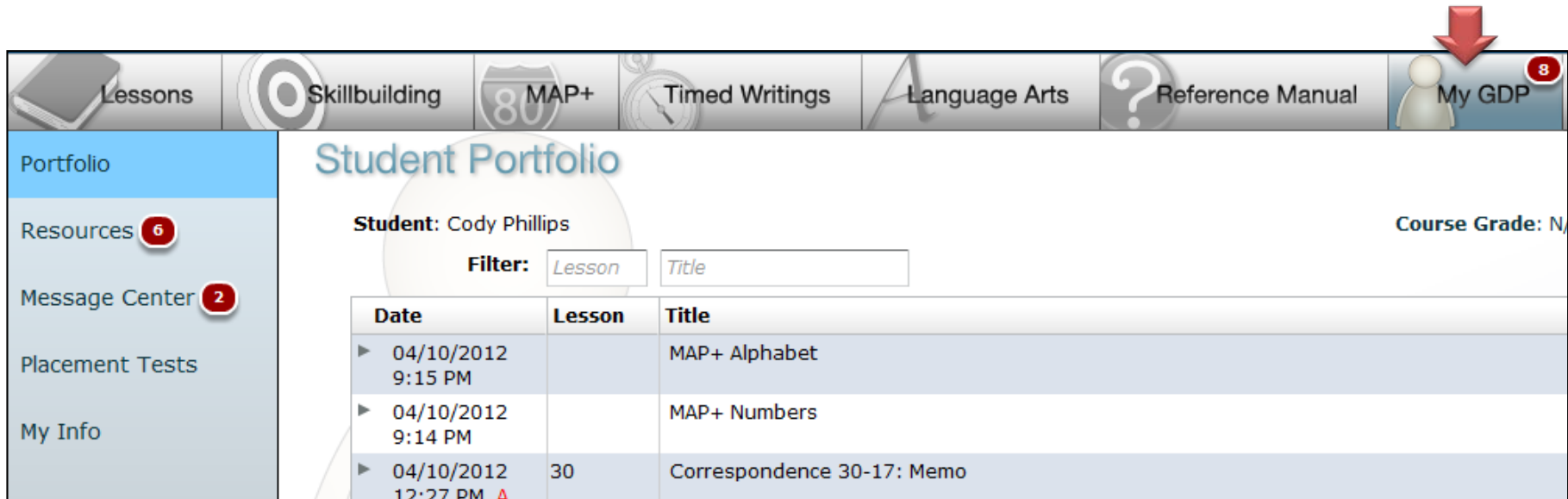
The screenshot shows a software interface with a top navigation bar containing tabs: Lessons, Skillbuilding, MAP+, Timed Writings, Language Arts, **Reference Manual** (highlighted with a red arrow), and My GD. A left sidebar lists various document types, with 'Tables' expanded to show options like '2-line column heading', 'Open Table', 'body', 'bottom-aligned', 'boxed', 'braced column headings', 'capitalization, columns', and 'column headings'. The 'Memo' option under 'column headings' is selected. The main content area displays a 'Reference Manual' page titled 'D. Memo (with ruled table, left- and right-aligned columns, and attachment notation)'. It shows a sample memo with callouts for formatting: '↓5X →tab' for the memo header, '↓2X' for the subject line, '↓2X' for the body text, '↓1X' for the ruled table, and 'Attachment notation' for the footer. The table has two columns: 'Agent' and 'Units'.

Agent	Units
Belle Real Estate	123
Castleton Homes	11
Red Carpet	9
Geraldton Homes	5

☐ Online Reference Manual with electronic index.

☐ Click [here](#) for full-size Reference Manual pages with formatting callouts ideal for printing.

- Students access their student **Portfolio**, custom **Resources**, **Message Center**, **Placement Tests**, and **My Info** in one click.



The screenshot displays the 'My GDP' user interface. At the top, a navigation bar contains icons and labels for 'Lessons', 'Skillbuilding', 'MAP+', 'Timed Writings', 'Language Arts', 'Reference Manual', and 'My GDP'. A red arrow points to the 'My GDP' button, which has a red badge with the number 8. Below the navigation bar, the 'Student Portfolio' page is shown for 'Cody Phillips'. The page includes a sidebar with links to 'Portfolio', 'Resources' (6), 'Message Center' (2), 'Placement Tests', and 'My Info'. The main content area displays a table of student activities.

Date	Lesson	Title
▶ 04/10/2012 9:15 PM		MAP+ Alphabet
▶ 04/10/2012 9:14 PM		MAP+ Numbers
▶ 04/10/2012 12:27 PM A	30	Correspondence 30-17: Memo

Document Processing



[GDP Movie](#)

Document Processing

Score Keystroking:

☒ Yes ☐ No

Proofreading Viewer:

☒ Yes ☐ No

20

- Word Manual Practice exercises are followed by document processing jobs—students apply Word features to actual office documents.

INSTRUCTIONS

Turn to page 107 in your textbook, and review the document to be typed. When working on your document, be sure to follow the same steps for formatting the document that you learned in the Word Manual. If you use different formatting techniques, your work may be graded as incorrect.

Lesson 30E: Word Processing

Italic and Underline

Study Lesson 30, Correspondence Review, in your Word Manual directed in the Word Manual.

Click the **Start Work** button to open the practice file automatically. When you are finished, save the file as directed in the Word Manual. Each time you click the **Start Work** button, a new file will be created.

Start Work

Correspondence 30-17: Memo

1 Download File to Begin Work

Click the appropriate button to work on your document in Microsoft Word

Start Work

Opens the starting file for this document.

OR

Edit Work

Opens the last file you have uploaded to GDP for this job, so that you may edit it.

When you are finished working on the document, save it to the location on your computer as directed by your instructor. You will need to remember this location in order to find the file to upload to GDP in the next step (Step 2).

2 Upload/Save File to GDP

To upload a copy of your in-progress or completed work to GDP, click the **Browse** button and find the saved file on your computer. Clicking the **Browse** button and selecting your work will replace any existing file that has been previously uploaded for this project attempt.

Browse

3 Score Your Work

To submit your project for grading, click the **Submit Work** button. In order to submit a project for grading you need to first **upload the completed project**. (See Step 2)

Submit Work

← Previous Part 2 | Unit 6 | Lesson 30 | Page 107 Next →

Automatic Keystroking Scoring

Document Processing

Score Keystroking:

☒ Yes ☐ No

Proofreading Viewer:

☒ Yes ☐ No

21

✓ Color-coded, automatic **Keystroking Errors** scoring window:

Scoring Results

Error Key

{insertion}	<omission>	correct	misstroke
-------------	------------	---------	-----------

Keystroking Errors: 3

MEMO TO:[T]All Executive Assistants¶

FROM:[T][T]Robbie {Holt.}Holt, Staff <Development.>Coordinator¶

DATE:[T][T]Marchh.25, 2012¶

SUBJECT:[T]Standardizing Document Formats¶

Formatting Alerts! You may want to double-check these 3 items in your next attempt

Action

4

Bold the MEMO TO: heading.

5

Underline the sentence.

6

Italicize the text.

1. **Insertion:** Inserted incorrect word; delete “Holt.”
2. **Omission:** Omitted word; insert “Development.”
3. **Misstroke:** Typo; correct misstroke (misspelling/trailing space/trailing hard return).

Formatting Assistant

Document Processing

Formatting Assistant:

☒ Yes ☐ No

Hide Format Scoring from Student:

☐ Yes ☒ No

22

Lesson 30: Correspondence 30-17: Memo

MEMO TO:[T]All Executive Assistants

FROM:[T][T]Robbie Holt, Staff Devel

Formatting Alerts

Action
Bold the MEMO TO: heading.
Underline the sentence.
Italicize the text.

Always visually assess with **View in Word**.

[Previous](#) [Print](#) [View in Word](#)

Formatting Alerts window:


- ❑ Helps identify “possible” issues with expected formatting elements but does not always mean a correction is needed.
- ❑ Does not generally flag formatting applied by mistake.
- ✓ The best way to assess formatting is to review **Formatting Alerts**, then click **View in Word** for a direct view of the finished job.
- ✓ The **Formatting Assistant** feature can be disabled or results can be hidden from students.

Course Manager



[GDP Movie](#) (INSTRUCTOR movie titles)

23



GREGG
College Keyboarding & Document Processing

Signed in as **Arlene Zimmerly** (sign out)
Last sign in was Thursday, April 12 2012, 8:34 AM

Gradebook | **Reports** | Comments

Class: **A.ZIMMERLY** Student: **Pr**
Section: **Keyboarding 1, Spring 11**

Report Type: Student Portfolio Report

Course Grade: N/A

	Date	Lesson	Title
<input type="checkbox"/>	▶ 04/10/2012 12:27 PM A	30	Correspondence
<input type="checkbox"/>	▶ 12/26/2011 10:18 PM A		Correspondence
<input type="checkbox"/>	▶ 12/26/2011 8:36 PM A		Correspondence
<input type="checkbox"/>	▶ 02/25/2011 6:07 PM A		Report Test 5-77
<input type="checkbox"/>	▶ 12/30/2010 9:54 AM A	31	Report 31-1: Bus
<input type="checkbox"/>	▶ 12/30/2010 8:52 AM A	26	Correspondence
<input checked="" type="checkbox"/>	▶ 12/30/2010 8:48 AM ARM	26	Correspondence Grading Categor
<input type="checkbox"/>	▶ 10/27/2010 8:24 PM A	30	Correspondence
<input checked="" type="checkbox"/>	▶ 10/09/2010 9:54 AM ARM		Correspondence Grading Categor
<input type="checkbox"/>	▶ 09/23/2010 9:16 PM A	35	Report 35-10: B

A Annotation

R Required

? Grade Pending

M Manual Grading

C Completion Grading

✓ Used in Grading

GDP Total Time: 59.21:22:37

Update Grade | Toggle Grade Inclusion | View Scale | Export | Print

USERS
My Account
Message Center (2)
Students
Classes

CONTENT
Scheduling
Resources



RESULTS
GPS

SECURED BY
GeoTrust

- ☐ [My Account](#)
- ☐ [Message Center](#)
- ☐ [Students](#) (create/archive/Portfolio)
- ☐ [Classes](#) (create/import/archive)
- ☐ [Scheduling](#) (enable/disable/restrict menu items; [custom/open timed writings](#))
- ☐ [Resources](#) (create/assign)
- ☐ [GPS](#) (gradebook/[reports](#)/comments)

Student Portfolio

24

	Username	Student ID	Last Name	First Name
 	sc	sc	Combs	Shannon

New work.

Required Exercises List



□ Easy navigation: Class/Section/Student boxes and Previous/Next links.

Class: A.ZIMMERLY ▼
Student: Gradebook, Arlene (ag) ▼


Section: Keyboarding 1, Spring 11 ▼
Previous Next

Report Type: Student Portfolio Report

Course Grade: C
 Lesson Title
 Expand 5 Collapse All Filter (On) Show All

<input type="checkbox"/>	Date	Lesson	Title	Total Time	Goal	Score	Grade
<input type="checkbox"/>	▶ 02/02/2011 2:21 PM ARM		Report Test 2-12: Academic Report Grading Category: DP Tests (20%)	00:54			B 
<input type="checkbox"/>	▶ 02/02/2011 2:23 PM ARM	25	Correspondence 25-2: E-Mail Message Grading Category: Practice DP Tests (5%)	00:31			A- 
<input type="checkbox"/>	▼ 02/03/2011 8:45 PM AR	58C	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50%)	10:00	40 wpm/5'/5e		A

Attempt	WPM	Errors	Time Spent	Last Modified	
✓ Attempt #2	47	0	05:00	02/03/2011 8:45 PM A	Details
Attempt #1	37	0	05:00	02/02/2011 1:45 PM	Details
Average	42	0			


<input type="checkbox"/>	▶ 02/03/2011 9:28 PM ARC	60A	Warmup Grading Category: Skillbuilding (10%)	01:54			A
<input type="checkbox"/>	▶ 02/05/2011 3:56 PM ARM	65	Correspondence 65-63: Follow-Up Letter in Block Style Grading Category: Proofreading Checks (5%)	19:37			F 

□ Powerful buttons and filters.

Portfolio Comments



[GDP Movie](#)

Comments Library		
Edit	Type	Title
	Annotation	LETTER BLOCK STYLE

25

Lesson 28: Correspondence 28-10: Envelope

Attempt #4

Last Modified 02/02/2012 8:42 PM

Time Spent 05:46

Keystroking Errors 0

Formatting Alerts 0

General Comment

Excellent work!! Congratulations for completing this with zero errors and perfect format.

- Add comments directly from the **Comments Library** to documents, timed writings, and skillbuilding—no need to type the same comments each time.

Keystroking Errors

Click on a word to insert a text-specific annotation after that word.

February 8, 20

Type the current year when you see 20--.

Review R-3A in the Reference Manual. Type the date 2 inches from the top of the page by pressing Enter 5 times. Do not use the Center Page command.

[Comments Library.](#)

Message Center



[GDP Movie](#)

Message Center **1**

26

- ❑ Avoid using confusing personal e-mail accounts to communicate with individual students or your entire class—instead, communicate internally via GDP's **Message Center**.
- ❑ Monitor and archive all communication in one convenient place.



Lessons Skillbuilding MAP+ Timed Writings Language Arts ? Reference Manual My GDP **1**

Portfolio
Resources
Message Center **1**
Placement Tests
My Info

Message Center

Inbox Refresh Compose Message

New	Flag	Subject	From	Received	Delete
		Getting Started	Arlene Zimmerly	02/05/2012 8:43 PM	
		Week 1 Announcements	Arlene Zimmerly	01/26/2012 11:49 AM	

Resources



[GDP Movie](#)

Resource Type: Select a Resource Type

Select a Resource Type

File

Link

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Lessons

Skillbuilding

MAP+

Timed Writings

Language Arts

Reference Manual

My GDP ³

Portfolio

Resources ³

Student Resources

Type	Title	Due Date	
Link	01. ORIENTATION TO KEYBOARDING ONLINE AND GDP	N/A	<button>Open</button>
Link	02. Best Classroom Practices for Students	N/A	<button>Open</button>
Link	03. Getting Ready for GDP at Home: Internet Explorer or Firefox	N/A	<button>Open</button>
Link	04. Progress Folder	N/A	<button>Open</button>
File	05. Required Exercises List	N/A	<button>Open</button>
Link	06. 11e Errata List for Students	N/A	<button>Open</button>
Link	07: Lessons 1-5 (PDF)	N/A	<button>Open</button>
Link	08. ORIENTATION TO TECHNIQUE CHECKS & MAP+ (movies)	N/A	<button>Open</button>
Link	09. Technique Checks (copy and form)	N/A	<button>Open</button>
Link	10. ORIENTATION TO WORD PROCESSING (movies)	N/A	<button>Open</button>
Link	11. Complete List of Word Settings for GDP	N/A	<button>Open</button>
Link	12. Developing Proofreading Skills	N/A	<button>Open</button>
Link	13. Practice Exercises & Document Processing Jobs	N/A	NEW <button>Open</button>
Link	GDP Movie Channel	N/A	NEW <button>Open</button>
File	WEEK 1: Class Announcement	2/12/2012 11:59:00 PM	NEW <button>Open</button>

- Use **Link** and **File Student Resources** to link to anything on the Web and to post uploaded handouts.



- Schedule any desired Start and End (Due) Date for each post.

Scheduling—GDP Your Way



[GDP Movie](#)

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☐ Enabled
☐ Yes
☐ No

- Include or exclude selected components: exercises, lessons, units, and parts.

☐ Update Start Date

[Calendar icon] [Clock icon]

- Restrict access to any menu item via **Start Date**, **End Date**, **Password**, and **IP Restrictions** features, and curb [academic dishonesty](#).

☐ Update End Date

[Calendar icon] [Clock icon]

☐ Update Password

IP Restrictions
[Update IP Restrictions](#)

Password Required

Password

Assignment Not Available

You cannot take this exercise at the present time. (A time restriction is in effect.)

IP Address Invalid

You cannot take this exercise from your current location. (An IP restriction is in effect.)

☐ Update Delay Results

[Calendar icon] [Clock icon]

- Delay scored results and instructor annotations.

Interim Gradebook



[GDP Movie](#) (Part 1) [GDP Movie](#) (Part 2)

Default Preferences

Resources Enabled: ☒ Yes ☐ No

Gradebook Type:

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- Required, Pending, Completion, Manual, overridden items, and grading categories are identified in the Portfolio.
- Individual grades display—Category and Course Grades display when locked.
- A Required Exercises List is available.

Course Grade: N/A		Filter: Lesson	5-
<input type="checkbox"/>	Date	Lesson	Title
<input type="checkbox"/>	▶ 02/10/2011 1:40 PM AR	56C	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50%)
<input type="checkbox"/>	▶ 02/05/2011 3:56 PM ARM	65	Correspondence 65-63: Follow-Up Letter in Block Style Grading Category: Proofreading Checks (5%)
<input type="checkbox"/>	▶ 02/03/2011 9:28 PM ARC	60A	Warmup Grading Category: Skillbuilding (10%)

Course Grade: C		Lesson	Title	Expand 5 Collapse All Filter (On) Show All			
<input type="checkbox"/>	Date	Lesson	Title	Total Time	Goal	Score	Grade
<input type="checkbox"/>	▶ 02/10/2011 1:40 PM AR	56C	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50%)	10:00	40 wpm/5'/5e		B
<input type="checkbox"/>	▶ 02/05/2011 3:56 PM ARM	65	Correspondence 65-63: Follow-Up Letter in Block Style Grading Category: Proofreading Checks (5%)	19:37			F
<input type="checkbox"/>	▶ 02/03/2011 9:28 PM ARC	60A	Warmup Grading Category: Skillbuilding (10%)	01:54			A

Resources From Your Author Team

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Hands-on help *by* instructors—*for* instructors and students.

- ❑ Keyboarding 11e Author Web Site
<http://gdpkeyboarding.com>
- ❑ Computer Keyboarding 1
<http://11e1.gdpkeyboarding.com>
- ❑ Computer Keyboarding 2
<http://11e2.gdpkeyboarding.com>

Customer Experience Group

Support Center: 800-331-5094

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<http://mpss.mhhe.com/products-gckeyboarding11.php>



Customer Experience Group (CXG) Support Center

[All Products](#) | [Instructor Orientation](#) | [Contact Us](#) | [FAQs](#)

You are here: [Home](#) > [All Products](#) > Gregg College Keyboarding, 11th Edition



Gregg College Keyboarding & Document Processing 11th edition (GDP/11)

GDP/11 is an integrated keyboarding system designed to process and score documents created in Microsoft Word. Together, the book and software lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software is now available online. The same program is now web-based to provide greater accessibility for use at home, in class, and in labs. Additionally, Instructors will appreciate the customization of course management tools in GDP/11, including the new GPS (Grade Posting System) which allows complete flexibility in setting up grades.

Featured Items

- [GDP 11 Course Manager Instant Help](#)
- [GDP 11 Student Instant Help](#)
- [GDP 11 textbook website](#)
- [Link to sign up for the WebEx / Training session](#)

System Requirements:

- IE9+ or Firefox 38+
- 512 MB RAM is required, 1GB+ is recommended
- 1Ghz+ processor
- Adobe Flash Player 19+
- Screen resolution of 1024px x 768px or higher
- Microsoft Word 2007, 2010, 2013, or 2016 (depending on which version of the program has been adopted)

Application System Requirements:

- Microsoft Word 2016, 2013, Word 2010, and Word 2007 for document processing.



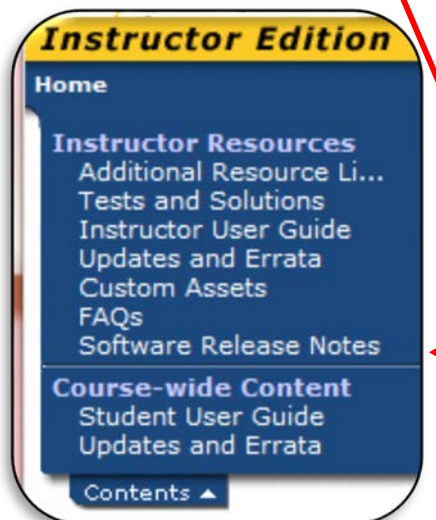
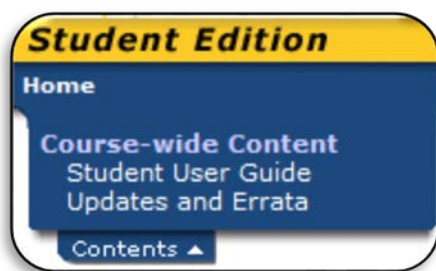
Representatives are available [Click Here](#)

Information Center & Online Learning Center

www.mhhe.com/gdp11

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E-mail (instructors only please):
keyboarding@mheducation.com



The screenshot shows the main website for 'Gregg College Keyboarding & Document Processing, 11/e'. It features a map graphic at the top left. The title '11e Gregg College Keyboarding & Document Processing' is prominent, with authors 'Ober • Johnson • Zimmerly' listed below. The 'Information Center' sidebar on the left lists: Feature Summary, What's New - Text, What's New - Software, Table of Contents, Book Preface, Sample Chapter, About the Authors, and The Kit Format. The main content area lists the authors: Scot Ober, Ball State University; Jack E. Johnson, University of West Georgia; and Arlene Zimmerly, Los Angeles City College. It also provides the ISBN: 0073372196 and Copyright year: 2011. Below this, it says 'GDP/11: Your complete learning/teaching system. Your guide to success.' and mentions that McGraw-Hill is proud to offer the 11th edition of GDP, with full kit solutions available for both Microsoft Word 2007 and Word 2010 versions. At the bottom, a red pushpin icon is next to the text 'ONE SOFTWARE. ONE SYSTEM. ONE SOLUTION.'.

Student and Instructor Support:
<http://mpss.mhhe.com/products-gckeyboarding11.php>



ONE SOFTWARE. ONE SYSTEM. ONE SOLUTION.

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