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*Susie VanHuss, Connie M. Forde, Donna L. Woo, Linda Hefferin*

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This text takes document processing out of the classroom and into the workplace. A simulated company, UBI, serves as the overall structure for this one-of-kind text. Realistic workplace challenges integrate business vocabulary, critical thinking, strategies, and Web research skills into the instruction of document processing, making it an ideal resource for a third semester document processing course. Related learning and success tips for working effectively are included to improve workplace efficiency and professional development. The project-based applications provide comprehensive coverage of Microsoft Word competencies, but assume the user already knows the basic functions of the Office Suite. Microsoft Word skills are heightened by integrating the full range of word processing features into key workplace skills.

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