Originally published in 1917, South-Western’s Century 21 keyboarding textbooks have trained millions of students for a lifetime of keyboarding success. South-Western’s Century 21 keyboarding textbooks have been used by over 85 million learners. During the 1980s, keyboarding instruction made the transition from the use of typewriters to computers.

This edition of the textbook provides instruction for students to master not only the basic keyboarding, word processing, and communication skills, but also the other computer application skills. Additionally, the latest edition covers the more recent technologies such as Personal Digital Assistants (PDAs) and speech recognition technology as well as more recent software developments such as “Producer.”