



PRACTICE EXERCISES & DOCUMENT PROCESSING IN GDP

Understanding Browsing Concepts.....	2
Completing Lesson 21E, Practice Exercise.....	3
In Internet Explorer (*BP).....	3
In Firefox.....	4
Completing Lesson 30, Correspondence 30-19.....	5
GDP—Start Work (Download File to Begin Work)(*BP).....	5
Reference Manual in GDP.....	6
GDP—Return to GDP (*BP).....	6
GDP—Browse (Upload/Save File to GDP).....	6
Work at a Second Location.....	7
GDP—Submit Work (Score Your Work) and View Scoring Results.....	7
Proofreading Check.....	8
GDP—Edit Work (Download Previous File) and View Scoring Results (BP*).....	9
Changing a Previous Document Processing Job.....	9
Using Reference Initials.....	10
Viewing Comments in the Portfolio.....	10
Understanding Time Spent and Total Time in the Portfolio (*BP).....	14
Understanding Attempt Origin in the Portfolio (*BP).....	15
Understanding Proofreading Checks and Attempt Origin in the Portfolio.....	15



Tip: GDP uploads all skillbuilding activities automatically. Downloading and uploading files does not begin until the Practice exercise in Lesson 21. This practice exercise is ideal to practice downloading a resource file, which happens in Practice exercises for Lessons 21E, 22D, 24E, 29L, and 89H, to save files, and to close Word and return to GDP. Similar routines are used to download files to be inserted in document processing jobs for Lessons 89, 109, and 110.

- Begin with, Part 2, Unit 5, Lesson 21E: Orientation to Word Processing—A, and the corresponding Practice exercise in your *Word Manual*. You will download a resource file to be used during the Practice exercise, launch the Practice exercise, and open and save files.
- Next, move to Part 2, Unit 6, Lesson 26, Correspondence 26-3: Business Letter in Block Style. Type this typical document processing job in which you download and save files, close Word, and return to GDP. Use Browse and Submit Work to display the Scoring Results window.
- Before beginning any of these steps, close all other instances of Word that might be open; if possible, close all other browser windows and any other software programs. Launch Internet Explorer or Firefox, go to the custom URL (Web address) for your school, and log in to GDP.

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Liwicki, Liangrui Peng**



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Table of Contents Practice Exercises Document Processing In Gdp

1. Understanding the eBook Practice Exercises Document Processing In Gdp
 - The Rise of Digital Reading Practice Exercises Document Processing In Gdp
 - Advantages of eBooks Over Traditional Books
2. Identifying Practice Exercises Document Processing In Gdp
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Practice Exercises Document Processing In Gdp
 - User-Friendly Interface
4. Exploring eBook Recommendations from Practice Exercises Document Processing In Gdp
 - Personalized Recommendations
 - Practice Exercises Document Processing In Gdp User Reviews and Ratings

- Practice Exercises Document Processing In Gdp and Bestseller Lists
- 5. Accessing Practice Exercises Document Processing In Gdp Free and Paid eBooks
 - Practice Exercises Document Processing In Gdp Public Domain eBooks
 - Practice Exercises Document Processing In Gdp eBook Subscription Services
 - Practice Exercises Document Processing In Gdp Budget-Friendly Options
- 6. Navigating Practice Exercises Document Processing In Gdp eBook Formats
 - ePub, PDF, MOBI, and More
 - Practice Exercises Document Processing In Gdp Compatibility with Devices
 - Practice Exercises Document Processing In Gdp Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Practice Exercises Document Processing In Gdp
 - Highlighting and Note-Taking Practice Exercises Document Processing In Gdp
 - Interactive Elements Practice Exercises Document Processing In Gdp
- 8. Staying Engaged with Practice Exercises Document Processing In Gdp
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Practice Exercises Document Processing In Gdp
- 9. Balancing eBooks and Physical Books Practice Exercises Document Processing In Gdp
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Practice Exercises Document Processing In Gdp
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Practice Exercises Document Processing In Gdp
 - Setting Reading Goals Practice Exercises Document Processing In Gdp
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Practice Exercises Document Processing In Gdp
 - Fact-Checking eBook Content of Practice Exercises Document Processing In Gdp
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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