Macmillan Modern Office

Series Editor: Christine Simons

Easily into
WORDS'TAR®
2000
(Release 2)

Christine Simons

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INTRODUCTION

The Macmillan Modern Office series is designed especially to meet the increasing demand for training in office technology in a business world where rapid changes are taking place all the time.

Users of word processing and data processing software often find the manufacturers' manuals daunting and although programs are often described as 'user friendly', one is never quite sure how to become friendly with *them*! With this problem in mind, we have produced a number of instruction books for a range of the most widely used word processing and data processing programs, which can be used either for group teaching or for self-study. We have made every effort to write in clear, straightforward language, avoiding jargon wherever possible.

A training disk is included which contains plenty of exercise material, and will save valuable time and effort spent in keying-in exercise text, especially if students are not trained keyboard operators. At this early stage, it is essential to concentrate on program functions, and learn them before anything else.

Such subjects as disk management, installation procedures and hardware systems are outside the scope of this book and readers who are using the course for self-study should ensure that they either have a basic knowledge of the formatting of work diskettes, or have access to a teacher or knowledgeable colleague who can see that the system is set up for them before they can begin.

This course has been designed for maximum practicality of use as a stand-up text. It also includes essential learning aids such as a Control Command Summary, a Glossary, a detailed Index, and page cross-referencing throughout. With such comprehensive learning material at hand, readers should find that acquiring fluency and understanding of the technique of WordStar 2000 is as enjoyable as it is profitable to them.

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