Macmillan Modern Office

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*ELEMENTARY
EXERCISES IN
WORD PROCESSING
Teacher's Book*

Helen Brown and Patricia Tiffney

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MACMILLAN

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INTRODUCTION

The main objective of *Elementary Exercises in Word Processing* is to provide students with practice material on basic word processing functions. It will be particularly useful for those students studying for Stage 1 Word Processing examinations, such as RSA or Pitman, or where word processing is taught as part of a course.

The book does not teach how to operate the word processor and it is assumed that students using the book will have already mastered operation of the keyboard.

The nature of the subject demands that a substantial amount of practice material needs to be input by the teacher for later recall by the student, thus this book is designed to be used in conjunction with the student's book.

Elementary Exercises in Word Processing provides practice in specific areas of word processing to supplement material found in manufacturers' manuals and those manuals currently in use at colleges. The chapters have been structured systematically to allow for gradual learning.

We appreciate that many students will not have a background in secretarial training or indeed may be a bit 'rusty' on how to set out exercises. However, in an effort to be 'user friendly' we have provided numbered 'help points' at the beginning of the book. These, we hope, will remind students about current typewriting conventions and may provide other useful guidelines. The 'help pages' are therefore designed to be an aid to both teaching and learning.

For your convenience we have selected the most complicated exercises from each chapter and printed the complete answer at the back of the book to assist in assessment of students' work.

Throughout the book we have instructed the student to print documents in either Elite or Pica type. The purpose of this is to help the student recognise the difference in pitch and to become aware of the usefulness and versatility of the printer, as well as to develop economy in using stationery.

A subsidiary objective of this book is to enable the teacher to discuss the subject matter in the exercises with students. In this way their knowledge of business studies will be widened — thus recognising that the WP Operator is becoming more versatile in the modern office.

BIOGRAPHY

Helen Brown lectures in Secretarial Studies. She previously worked for an International Bank where her work included foreign currency dealing and export documentation, and she was section head of the computer department. She has an HNC in Business Studies from Liverpool Polytechnic.

Patricia Tiffney lectures in Secretarial Studies at the Calderdale College of Further Education. Before taking up lecturing she worked in seven departments of the Health Service as a secretary, and later as a PA in the finance and planning department. She has 10 years' practical experience on three different word-processing systems.