Macmillan Modern Office

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*INTERMEDIATE
EXERCISES IN
WORD PROCESSING*
Student's Book

Helen Brown and Patricia Tiffney

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MACMILLAN

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INTRODUCTION

This is a book of exercises designed to consolidate and extend the skills of the word processor operator.

The exercises give practice in the use of the more complex functions of the word processor. Within each chapter the exercises are graded in order of increasing difficulty.

The book does not teach how to operate a word processor since this is achieved by teacher guidance and demonstration, and by reference to manufacturers' machine manuals.

It is hoped that students studying for RSA Intermediate/Advanced word processing examinations and Pitman Intermediate examinations will find this book of benefit. It should also be useful to operators who are keen to expand their knowledge and skills of word processing.

The content of the exercises is largely business orientated and it is hoped that, as a result, operators will extend their general knowledge of the business environment.

At the beginning of the book there is a list of numbered 'help points' which provide revision and guidelines on acceptable layout and techniques.

We hope that by working through this book, operators will both practise the requirements for their word processing examinations and develop an understanding of the versatility of the word processor and its importance 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.

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