Macmillan Modern Office

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*INTERMEDIATE
EXERCISES IN
WORD PROCESSING
Teacher's Book*

Helen Brown and Patricia Tiffney

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CONTENTS

Biography	iv
Introduction	v
Help Points	1
Exercises to 'Key-in'	12
Answers	72

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 the Health Service as a PA in the finance and planning department. She has 10 years' practical experience on various word-processing systems. She has a Cert Ed from Huddersfield Polytechnic.

INTRODUCTION

The main objective of *Intermediate Exercises in Word Processing* is to provide students with practice material on the more advanced word processing functions. It will be particularly useful for those students studying for RSA Intermediate/Advanced examinations and Pitman examinations.

A substantial amount of practice material needs to be input by the tutor for later recall by the student, thus this book is designed to be used in conjunction with the Student's book.

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 acceptable layout of text and may provide other useful guidelines. The 'Help Points' are therefore designed to be an aid to both teaching and learning.

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

We have also compiled exercises with interesting topical subjects relevant to the business world in an effort to expand the students' business knowledge.

We wish every success to the students in their word processing examinations and in their future employment within the electronic office.