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# Elementary Exercises in Word Processing (Macmillan modern office series)

*Helen E. Brown, Patricia Tiffney*

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"Elementary Exercises in Word Processing: Student's Book" is the companion text to "Elementary Exercises in Word Processing: Teacher's Book". The main objective of the books is to provide students with practice material on basic word processing functions. They are particularly useful for those people studying for Stage 1 Word Processing examinations such as RSA or Pitman, or where word processing is taught as part of a course. It is assumed that students have already mastered the keyboard. The books also aim to show students the usefulness and versatility of the printer and to develop an economy of stationery. Students are instructed to print documents in either elite or pica type to enable them to recognize the difference in pitch. The chapters in both books have been structured systematically to enable the student to learn gradually. Also, a set of numbered "help points" are given at the beginning of each book. These are intended to remind readers of current typewriting conventions and to provide other useful guidelines.

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