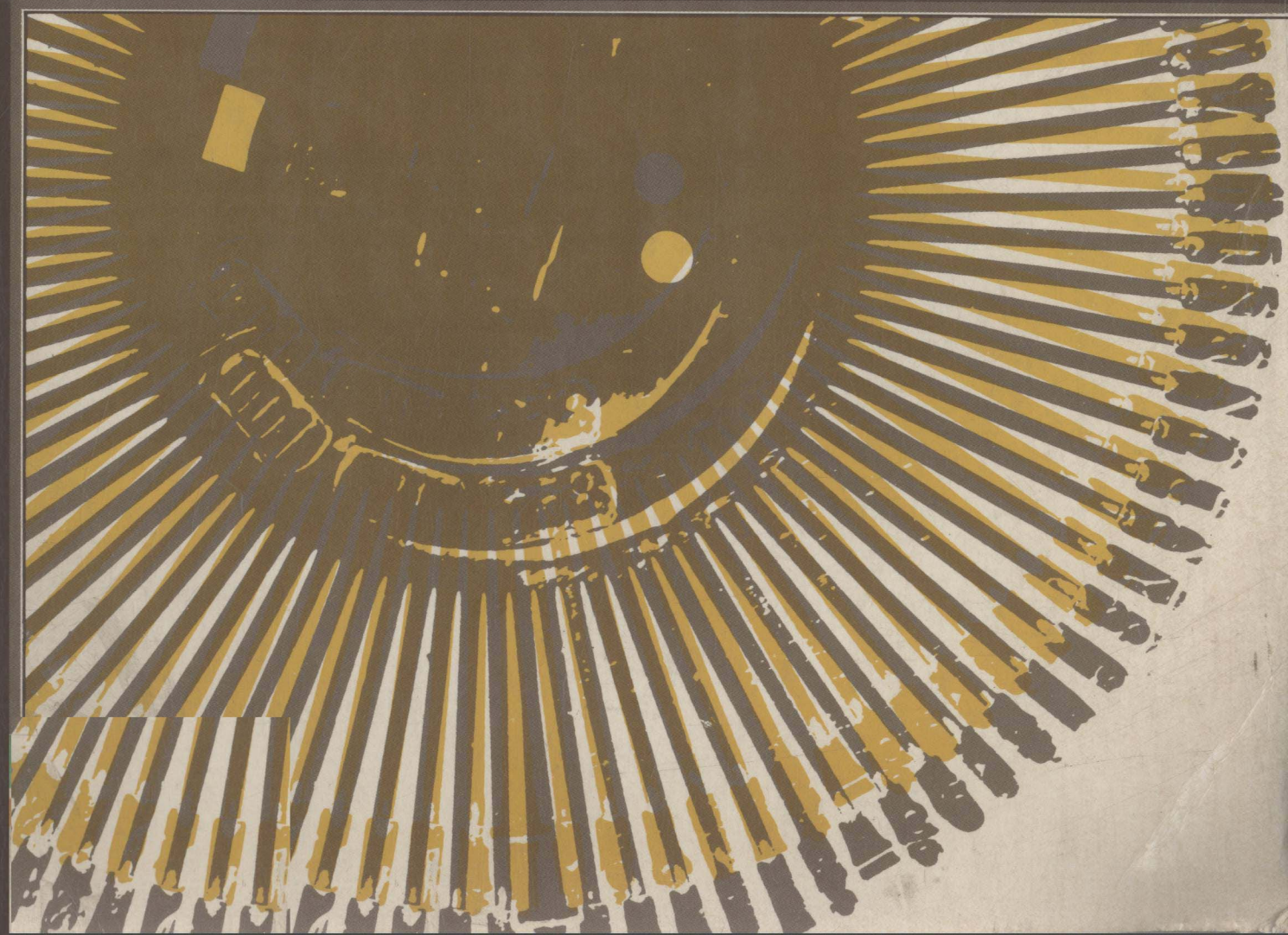


WORD PROCESSING EXERCISES

FOR WORD PROCESSORS,
MICROCOMPUTERS, AND
ELECTRONIC TYPEWRITERS

KATIE LAYMAN
ADRIENNE G. RENNER



WORD PROCESSING EXERCISES

**FOR WORD PROCESSORS,
MICROCOMPUTERS,
AND ELECTRONIC TYPEWRITERS**

KATIE LAYMAN

*Evergreen Valley College
San Jose, California*

ADRIENNE G. RENNER

*Cabrillo College
Aptos, California*

Prentice-Hall, Inc., Englewood Cliffs, New Jersey 07632

Library of Congress Cataloging in Publication Data

Layman, Katie.

Word processing exercises for word processors,
microcomputers, and electronic typewriters.

Includes index.

1. Word processing—Problems, exercises, etc.
2. Microcomputers—Problems, exercises, etc.
3. Typewriting—Problems, exercises, etc.

I. Renner, Adrienne Giacobbe. II. Title

Z52.3.L39 1984 652 83-13650

ISBN 0-13-963421-5



Editorial/production supervision and interior design: Fred Dahl
Cover design: Mark Berghash, 20/20 Services, Inc.
Manufacturing buyer: Ed O'Dougherty

© 1984 by Prentice-Hall, Inc., Englewood Cliffs, New Jersey 07632

All rights reserved. No part of this book may be
reproduced, in any form or by any means,
without permission in writing from the publisher.

Printed in the United States of America

10 9 8 7 6 5 4 3 2

ISBN 0-13-963421-5

Prentice-Hall International, Inc., *London*
Prentice-Hall of Australia Pty. Limited, *Sydney*
Editora Prentice-Hall do Brasil, Ltda., *Rio de Janeiro*
Prentice-Hall Canada Inc., *Toronto*
Prentice-Hall of India Private Limited, *New Delhi*
Prentice-Hall of Japan, Inc., *Tokyo*
Prentice-Hall of Southeast Asia Pte. Ltd., *Singapore*
Whitehall Books Limited, *Wellington, New Zealand*

PREFACE

Word processing has become an important skill for today's office worker, as well as for the consumer at home. Today's office workers use word processing to increase their productivity and the efficiency of document preparation for business letters, memorandums, tables, and reports. At home, consumers have discovered the convenience and effectiveness of managing personal correspondence, reports, and files on a word processor.

The traditional electric typewriter used in the office and at home is being put on the shelf. Replacing it are higher-technology electronic typewriters, microcomputers with word-processing software, stand-alone word processors, and text-editing software on mainframe computers. Document preparation is handled differently on a word processor than on a standard electric typewriter. Different methods and procedures are used for preparing letters, memos, tables, reports, mailing labels, and business forms. These new procedures must therefore be learned.

The purpose of this textbook is to provide the necessary practice and guidelines needed in document preparation on a word processor. This textbook is flexible enough to be used with an electronic typewriter, microcomputer with word-processing software, standalone word processor, or text-editing software on a mainframe computer. Use this text to practice keyboarding and editing, as well as for learning efficient methods for processing personal documents. The

manufacturer's manual of a word-processing system can be used for specific instructions in conjunction with this textbook.

The exercises provided are authentic documents obtained from a variety of private businesses and educational institutions. All exercises have been handwritten for a more practical approach to document input and production in an office and home situation.

Correspondence. Guidance is given for the most efficient methods of producing business letters and memorandums. The revision of letters and memorandums is stressed. Also included is practice in keyboarding form letters, variables, and merging.

Tables. Instruction is given in the preparation of table format. Emphasis is given to shortcut methods in setting tabs for columns, using automatic decimal tabulation, revising tables, moving columns and lines, and keyboarding correspondence with tables.

Reports. Preparing the format of a business report is stressed in this section. Reports may be bound or unbound, single-spaced, double-spaced, or space-and-a-half. Practice for revising a report is given through the use of paragraph moves, page copying, repaginating, automatic footers and headers, justification, superscripts, and subscripts.

Business Forms and Mailing Labels. Procedures are given for creating the format of a business form and keyboarding variables by using tabs, stop codes, or merge codes. Practice is given for keyboarding, storing, and printing mailing lists.

CONTENTS

	PREFACE	vii
LESSON 1	BUSINESS LETTERS	1
	Letter Styles	1
	Keyboard Letter Styles	1
	Directions for Keyboarding Letters	3
	Exercises	4
LESSON 2	MEMORANDUMS	13
	Word Processing Ruler	13
	Memorandum Format	15
	Keyboarding a Memorandum on Plain Paper	15
	Keyboarding a Memorandum on a Memo Form	16
	Directions for Keyboarding Memorandums	16
	Exercises	17

LESSON 3	KEYBOARDING AND REVISING ROUGH DRAFTS OF CORRESPONDENCE	27
	Rough Draft	27
	Keyboarding a Rough Draft	28
	Revising a Rough Draft	28
	Directions for Keyboarding and Revising Rough Drafts of Correspondence	28
	Exercises	29
LESSON 4	FORM LETTERS WITH VARIABLES	47
	Form Letters	47
	Keyboarding and Storing Form Letters	48
	Directions for Keyboarding Form Letters	49
	Exercises	49
LESSON 5	KEYBOARDING TABLES	64
	Ruled and Unruled Tables	64
	Keyboarding and Recording Unruled Tables	65
	Exercises	65
	Keyboarding and Recording Ruled Tables	66
LESSON 6	DECIMAL TABULATION	75
	Statistical Tables	75
	Keyboard Decimal Tabulations	75
	Exercises	76
	Keyboard Double Underscores	77
LESSON 7	TABLES WITH REVISIONS	85
	Revising Tables	85
	Correcting an Error in a Previous Column	85
	Correcting an Error in the Column Heading	86
	Moving a Column of Numbers	86
	Exercises	87
LESSON 8	CORRESPONDENCE WITH TABLES	98
	Correspondence With Tables	98
	Keyboarding Correspondence With Tables	98
	Directions for Keyboarding Correspondence	99
	Exercises	99
LESSON 9	KEYBOARDING REPORTS	109
	Reports	109
	Report Format	109
	Preparation of Report Format	110
	Recording and Recalling a Report	113
	Directions for Keyboarding a Report	113
	Exercises	113

LESSON 10	REVISING A REPORT	134
	Revising a Report	134
	Repagination	135
	Directions for Revising a Report	135
	Exercises	135
LESSON 11	ALTERING THE PAGES OF A REPORT	160
	Moves	160
	Copy	160
	Page Deletion	161
	Justification	161
	Directions for Keyboarding and Altering the Pages of a Report	162
	Exercises	162
LESSON 12	FOOTNOTES, SUBSCRIPTS, AND SUPERSCRIPTS	190
	Footnotes	190
	Superscripts and Subscripts	190
	Directions for Keyboarding Footnotes, Superscripts, and Subscripts	191
	Exercises	191
LESSON 13	BUSINESS FORMS	197
	Business Forms	197
	Preparing the Format of a Business Form	197
	Keyboarding and Printing the Variable Information on a Business Form	200
	Exercises	201
LESSON 14	MAILING LABELS	206
	Mailing Lists	206
	Keyboarding and Printing a Mailing List as a Separate Document	208
	Printing Labels Using a Copy of a Variable List	208
	Printing Labels Directly From a Variable List	209
	Exercises	209
	INDEX	215

LESSON 1

BUSINESS LETTERS

Objectives

After you have acquired the information in this lesson, you should be able to

- describe letter styles
- define and keyboard blocked, modified-blocked and simplified letter styles.

LETTER STYLES

The letter formats used for most business correspondence are the blocked, modified-blocked, and simplified styles. Most companies with a word-processing environment standardize the format of a letter and use only one style because the daily production speed of correspondence is increased by doing this. Word-processing operators usually share their workloads. Using one letter style provides consistency in revising and playing out letters that may have been recorded by another word-processing operator.

KEYBOARD LETTER STYLES

All lines of a blocked-style letter begin at the left margin. The blocked style is one of the most popular business correspondence formats because it is very efficient to use a format that has no tabular instructions to set or keyboard. (See Figure 1.1.)

The lines in a modified-blocked style letter begin at the left margin. However, the date, complimentary close, writer's name and title are blocked beginning at the center of the paper. The first line of a paragraph may be either blocked or indented. A word-processing environment that uses a modified-blocked format would block the paragraphs for more efficient keyboarding. When a modified-blocked style letter is typed on a word processor, the preset tabs can be used to move the printing device or cursor to the center of the line. (See Figure 1.2.)

All lines in a simplified style letter begin at the left margin in a blocked format. The simplified style letter, however, eliminates the salutation and complimentary close. In a simplified-style letter, a subject line is used in place of a salutation. The subject line is keyboarded in all capital letters after the inside address. The subject line is preceded by a triple-space and followed by a triple-space. The writer's name and title are keyboarded in all capital letters, and they are placed four returns after the last line in the body of the letter. (See Figure 1.3.)

June 25, 1981

Mr. Norman Richards
General Manager
Secretarial Temporaries
1511 Oakley Blvd., S.
Chicago, IL 60608

Dear Mr. Richards:

SUBJECT: Word Processing Survey

Enclosed is a copy of the results of the Word Processing Survey conducted by the College of Secretarial Science.

Six hundred questionnaires were mailed of which 32 percent were returned. Although the return was not as high as we had anticipated, we appreciate your help in this endeavor. We hope the results will be beneficial to you.

Thank you again.

Sincerely,

Gerald Meyers
Chairperson

GM:abc

Enclosure

FIGURE 1.1 Block-Style Letter

June 25, 1981

Secretarial Temporaries
1511 Oakley Blvd., S.
Chicago, IL 60608

Attention Mr. Norman Richards

Gentlemen:

Subject: Word Processing Survey

Enclosed is a copy of the results of the Word Processing Survey conducted by the College of Secretarial Science.

Six hundred questionnaires were mailed of which 32 percent were returned. Although the return was not as high as we had anticipated, we appreciate your help in this endeavor. We hope the results will be beneficial to you.

Thank you again.

Sincerely,

Gerald Meyers
Chairperson

GM:abc

Enclosure

FIGURE 1.2 Modified-Blocked Style Letter

June 25, 1981

Mr. Norman Richards
General Manager
Secretarial Temporaries
1511 Oakley Blvd., S.
Chicago, IL 60608

SUBJECT: WORD PROCESSING SURVEY

Enclosed is a copy of the results of the Word Processing Survey conducted by the College of Secretarial Science.

Six hundred questionnaires were mailed of which 32 percent were returned. Although the return was not as high as we had anticipated, we appreciate your help in this endeavor.

We hope the results will be beneficial to you.

GERALD MEYERS, CHAIRPERSON
GM:abc
Enclosure

FIGURE 1.3 Simplified-Style Letter

**DIRECTIONS
FOR KEYBOARDING
LETTERS**

1. Use the preset or standard line length on your word processor. If your word processor does not have a preset line, use a sixty-space line.
2. Use the current date.
3. Keyboard typist's initials at the end of each letter.
4. Proofread and correct errors.
5. Print one copy.
6. Store each letter on magnetic media (optional). List the names and storage identification numbers of all stored letters.

EXERCISES

Letter 1.1:

Use blocked style and Working Paper 1.1.

Send this letter to:

Mr. Walter Boone, Brickley-Boone Corporation,
Everett, MA 02149

Dear Mr. Boone:

I am enclosing a biography and a publicity picture in case you would like to use them. Your brochure looks fine.

I plan to drive up on Friday and am concerned about getting gas for the trip back. Will gas be available on Sunday?

Also, please make a hotel reservation for Friday and Saturday nights. I would appreciate some suggestions on good restaurants in your area.

I am looking forward to working with your group. If you need to contact me before Friday, my number is 355-8000, extension 247.

Sincerely, Elizabeth G. Rumson
Enclosure

Send this letter to Dr. Steven Daniels,
P.O. Box 723, Tacoma, WA 98465

Dear Dr. Daniels:

Pursuant to Bonnie Lee's telephone conversation with you last Thursday, I am writing on behalf of the League of Women Voters of Los Angeles to invite you to participate in a public property-tax forum on November 13 in Seattle.

We would be most pleased to have you present the major concepts of the initiative with which you are currently associated. Also, please respond to such other approaches as classifications of property for differential assessment ratios and substitution of a transfer tax for the tax on residential improvements.

The purpose of the meeting is educational - to provide an opportunity for our members and the general public to learn about some of the current reform proposals and to examine them in juxtaposition.

Your participation would broaden and deepen the dimensions of the program.

(Continued)

I will be most happy to send further information and to answer any questions you may have when I write again with the details of the format. In the meantime, may we hear from you shortly and - hopefully - affirmatively?

Very truly yours, Marge Baxter, Director,
League of Women Voters

Letter 1.3:

Use blocked style and Working Paper 1.3.

Send this letter to:

Mr. James A. McDermott, Personnel Analyst,
County Administrative Center, Portland, OR 97207

Dear Mr. McDermott:

Our Public Works Department utilizes the classes of Junior Civil Engineer through Civil Engineering Associate II for construction inspections. Assignments are based on the individual's background and experience as they relate to the project.

In the planning department we have a Civil Engineer and a Junior Civil Engineer who are assigned to subdivision review, general plans, and associated matters.

I hope this information proves helpful. You will find the job specifications you requested enclosed.

Sincerely, W. J. Beardsley,
Public Works Supervisor

Enc.

Send this letter to:

Mr. and Mrs. John Sutherland, 507 Taylor
Court, Los Altos Hills, Ca 94022

Subject: Travel Plans for Hawaii

Your Hawaii trip is in pretty good
shape. I am awaiting confirmations
only from the hotel on Kauai and
from the rental car company.

The Napili Surf Hotel is requiring
prepayment for the two nights you will
be staying there. Send me a check
in the amount of \$119.60 to hold
this reservation.

I look forward to hearing from you soon.

Ernest Moore
Easy-Life Travel Agency

Send this letter to:

Mr. Robert Billings
Senior Personnel Analyst
Buckingham County Government Center
901 Mountain Avenue
Buckingham, VA 23921

Dear Mr. Billings:

On behalf of one of our member agencies, Roanoke County is conducting a brief survey on municipal judicial districts. This is necessitated by our creation of a new district.

We would appreciate your assistance in completing the attached questionnaire and providing us with the requested information on each of your municipal judicial districts.

Please return the questionnaire by Friday, November 26. If you cannot do so, please telephone the information to us by that date. If you have any questions, please do not hesitate to call.
Sincerely, Samuel Peterson, Personnel Analyst II
Enc.

Send this letter to Mrs. Norma Williams,
65 Park Avenue, San Jose, Ca 95125

Dear Norma,

I would like to thank you, Darlene,
George, and Doris for sharing your
experiences regarding self-paced typewriting
with me. Everyone was so gracious to
answer my barrage of questions so
frankly.

Norma, I am enclosing two of my machine
transcription handouts, a class assignment
sheet, and a student record sheet. If
at any time you would like more
information on our machine transcription
class, please contact me.

Sincerely yours,

Marty Fowler

Encs.