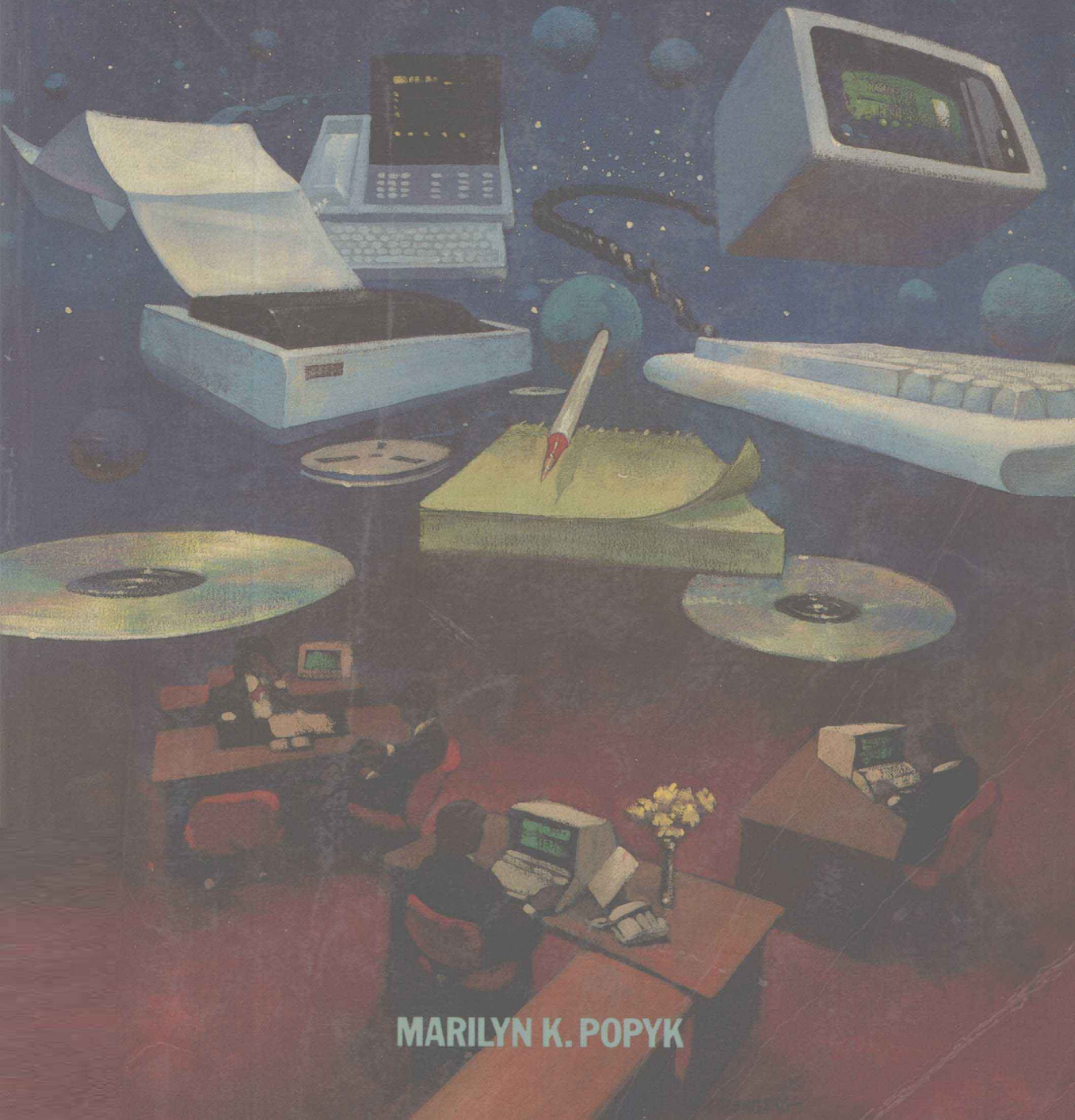


# WORD PROCESSING AND INFORMATION SYSTEMS

A PRACTICAL APPROACH TO CONCEPTS  
SECOND EDITION



MARILYN K. POPYK

# **WORD PROCESSING AND INFORMATION SYSTEMS**

**A Practical Approach  
to Concepts**

**Second Edition**

**Marilyn K. Popyk**

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# A Message to the Student

With *Word Processing and Information Systems*, you are about to embark on an informative tour of today's modern business office and the office of tomorrow. Like most people who begin something exciting, you are probably curious and a little nervous about the events to come. You may be perplexed about some of the new machines that make office work more efficient. These machines—word processing and related types of information processing equipment—are simply tools for doing a job. In this book you'll learn what these tools can do and why they're important—indeed essential—to the kinds and the quantity of work performed in today's offices.

Business offices vary in style. Some are very fast-paced and occasionally frantic environments; some are quiet and subdued; some are formal; some are more relaxed; still others balance a fast-paced style with a relaxed atmosphere. One thing all offices have in common, however, is that they have all been affected by developments in the world of electronics. In *Word Processing and Information Systems*, you'll learn about many of those developments and about some of the specific ways in which they have changed office work.

Chapters One, Two, and Three deal with the way technology has affected our professional lives and office procedures. The way we work and the tools we work with are discussed. These chapters also explore the way information is processed in an office setting, the kinds of documents and information produced in that environment, and the variety of methods used to create business correspondence.

Chapters Four and Five deal with equipment and software and discuss the impact that word processing equipment, microcomputer technology, and software have had on the modern office. These chapters contain a description of how documents are processed using word processing equipment, as well as an overview of business applications software used with micro-



computers. They also include information on the categories of computers and the various methods used to configure these systems.

The business of the modern office is in processing information. Chapters Six, Seven, Eight, and Nine are concerned with the various methods by which information is printed, reproduced, communicated and distributed, stored and retrieved, and protected.

Chapters Ten, Eleven, Twelve, and Thirteen deal with the relationship of the employee to the environment. Information dealing with ergonomic issues, office organization, and employee productivity is included. Descriptions of different kinds of jobs relating to the automated office are also provided.

*Word Processing and Information Systems* has been designed to be “user friendly”—that is, it has been designed with you, the reader, in mind. Its purpose is to give you the greatest amount of information in the clearest and most easily understood manner. Several design features make this possible. Each chapter is broken up into small sections preceded by headings that give you the gist of the information presented at a glance. Realistic situations are provided in the text to give you examples of and to clarify important concepts. Throughout the book you’ll find charts, diagrams, photographs, and other illustrations that identify equipment, procedures, systems, and specific documents described in the text. Further, you will notice that certain words and phrases are printed in italic type. These are key terms in word and information processing. They are not only defined within the sentence or paragraph in which they are used, but they are defined again in the back of the book in a glossary that you will find helpful when you want to quickly review a term.

Following each chapter, a summary, vocabulary list, and set of questions will help you review the most important concepts presented. A case study after each chapter will give you an opportunity to apply what you’ve learned to a realistic situation.

Your future as an information processing employee is inevitably linked in some way to modern technology. *Word Processing and Information Systems* has been developed to help you become familiar with that technology and thereby to help you acquire the confidence that will enable you to achieve your career goals. Think of this book as your own modern office companion, one that you can use—and keep using—as a source for basic office information.

**Marilyn K. Popyk**

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