Easily into
LOCOSCRIPT

for the
AMSTRAD PCW8256/8512

Susan Rogers

☐ BIOGRAPHY

SUSAN ROGERS DipRSA TDipWP

Sue Rogers has alternated very happily between the worlds of Commerce and Education — in international companies and a leading Secretarial College. A specialist in LocoScript, she was the first to market a Training Guide for its use. She is also the author of *Getting Started with the Amstrad PCW*.

As well as being an author, she is also an examiner in Word processing with the RSA and produces training material for other learning centres.

She runs a company that provides specialised computer and word processing training to Industry, Commerce and Industrial Training Boards, often on behalf of Computer manufacturers.

☐ INTRODUCTION

The Macmillan Modern Office series is designed especially to meet the increasing demand for training in office technology in a business world where rapid changes are taking place all the time.

Users of word processing and data processing software often find the manufacturers' manuals daunting and although programs are often described as 'user friendly', one is never quite sure how to become friendly with *them*! With this problem in mind, we have produced a number of instruction books for a range of the most widely used word processing and data processing programs, which can be used either for group teaching or for self-study. We have made every effort to write in clear, straightforward language, avoiding jargon wherever possible.

A Training Disc is included which contains plenty of exercise material, and will save valuable time and effort from keying-in exercise text, especially if students are not trained keyboard operators. At this early stage, it is essential to concentrate on program functions, and learn them before anything else.

Such subjects as disc management, installation procedures and hardware systems are outside the scope of this book and readers who are using the course for self-study should ensure that they either have a basic knowledge of the formatting of work discs, or have access to a teacher or knowledgeable colleague who can see that the system is set up for them before they can begin.

This course has been designed for maximum practicality of use as a stand-up text. It also includes essential learning aids such as a Quick Reference Guide, a Glossary, a detailed Index, and page cross-referencing throughout. With such comprehensive learning material at hand, readers should find that acquiring fluency and understanding of the technique of LocoScript is as enjoyable as it is profitable to them.

Christine Simons

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With love to David, Nick and Claire for their patience, love and support during the writing of this book.

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