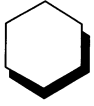


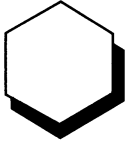
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Word Processing



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Third Edition

Peter and Joanna Gosling



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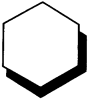


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Preface

Three years is a very long time in computing and many things have happened to word processing since the second edition of this book was published. Microcomputers and their software have continued to drop in price and this has meant that managers who would at one time never have dreamed of using a personal computer are now able to afford one. There are now so many sophisticated word processors available that choosing the right program for the job is a not inconsiderable task.

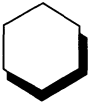
The object of this new book is to probe in some depth into the functions that a word processing package can offer and to enable new users to appreciate what is available so that they can safely choose the right program for their particular requirement - a solicitor's office will require a different range of facilities from, say, a quantity surveyor's.

This book will show you what all these options are and then compare a number of the most popular word processors now available and describe their main features.

If you are thinking of buying a personal computer and a word processing program then you will find this book will help you. This is because it starts you off from the beginning and is aimed not at the computer wizard but at the average secretary whose superior has realised that the use of a word processor is a Good Thing and fondly imagines, as many bosses do, that all that is needed is the purchase of the machine and some software and all troubles disappear as if by magic. This is not so; it has to be worked at, and this book is designed to take the headaches out of that work.

This book was prepared using WordPerfect 5.1. The screens imported into the text were dumped onto disk using the HIJAAK program or the GRAB utility provided by WordPerfect. The book was prepared as camera ready copy using an Oki Laserline 6 laser printer.

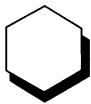
The photographs are by Patrick Gosling.



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