



RSA Typing and Word Processing Student's Book

Margaret Rees-Boughton

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Suitable for people learning typing and word-processing at school, college, work or home, this book is published in association with the RSA Examinations Board and prepares students for NVQs through an emphasis on work-related integrated activities. A corresponding tutor's pack is also available. The practice material and exam-style tasks allow for student autonomy which prepares them for the workplace. The book speeds up and maintains interest during the learning process by combining keyboard skills with the learning of new techniques such as letter layout.

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