



# Contents

## Part I Fundamentals

<b>Unit 1</b>	Keyboard Skills.....	1
<b>Unit 2</b>	Audio Typing.....	15
<b>Unit 3</b>	Word Processing.....	25

## Part II Business Documents

<b>Unit 4</b>	Memos and Notices.....	43
<b>Unit 5</b>	Business Letters.....	53
<b>Unit 6</b>	Minutes.....	63
<b>Unit 7</b>	Business Reports.....	71
<b>Unit 8</b>	Examination Papers.....	83
<b>Key</b> .....		89

<b>Copy Version of Each Exercise</b> .....	97
--	----