

# **The Wangwriter Training Workbook**

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LABORATORIES, INC.

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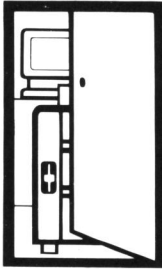
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## welcome

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We've written *The Training Workbook* to teach you to use the Wangwriter, a word processing system for creating, editing, printing, and storing documents.

The Wangwriter is **easy-to-use**. The keys clearly describe the operations you perform, and messages displayed on the screen guide you step by step through operations. **You do not have to memorize any complex sequences.**

After completing *The Training Workbook*, you will be able to use the Wangwriter to produce top-quality documents in a fraction of your normal typing time.

*The Training Workbook* is a self-paced manual. Using the step-by-step instructions, you can learn to operate the Wangwriter without supervision, and at your own speed. There are many illustrations of what the screen should look like as you follow each step. To help you learn more quickly, we compare word processing operations with familiar typing and office filing procedures.

Before you begin to use *The Training Workbook*, read the *Wangwriter Documentation Guide*. It explains the purpose of each document in the training package and when each document should be used.

