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Author biography

Robyn currently teachers at Sunshine Coast Institute of TAFE and is a Leading Vocational Teacher/Principal Teacher. She has taught for many years in both the Secondary (Commerce/Mathematics) and TAFE systems in Queensland. She specialises in the areas of Keyboarding, Word Processing, Spreadsheets, Database, PowerPoint and Desktop Publishing (Publisher). Robyn also has a CNL18 Typing Speed Assessment Certificate. She co-ordinates the Business Administration team at Sunshine Coast and has previously co-authored a text on WordPerfect 6 with Valda Wilson. She would like to dedicate this text to Valda, as it was her inspiration over the years that convinced her to become involved in this text.