

## Gregg Quick Filing Practice Answer Key

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this kit provides training in the methods of paper and computer filing the text is simulation the user is a new employee of the

fictional online printing services and must complete a series of tasks and exercises with the mock filing kit

teaches the essentials of manual filing this compact 20 hour boxed practice set reflects the business standards the student text guide provides basic filing procedures for indexing names of people names of businesses government names and addresses for alphabetic subject geographic numeric and chronological filing

includes part 1 number 2 books and pamphlets including serials and contributions to periodicals July December

1 aims objectives and organization of national cadet corps ncc 2 national integration importance and necessity 3 personality development 4 social service and community development practical practice component 1 drill 2 field craft and battle craft 6 map reading 4 weapon training 5 social service and community development activities

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