

Gregg Quick Filing Practice Answers

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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

an up to date and simple how to approach to computer records management the author emphasizes the importance of a procedures manual for any information management endeavor and sets guidelines on creating one detailed case studies illustrate the principles discussed and the author includes credible speculation about future developments in this area annotation copyright by book news inc portland or

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