

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

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

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