



Gestión auxiliar de archivo en soporte convencional o informático. ADGG0408 (Spanish Edition)

Francisco Javier Cruz Jiménez

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Utilizar las funciones básicas de los sistemas operativos habituales en la gestión y búsqueda de carpetas y archivos. Aplicar técnicas de archivo y clasificación básicas y habituales en la codificación y organización de documentación administrativa tipo, utilizando archivos físicos o informáticos. Utilizar las técnicas básicas de acceso, entrega, transferencia y eliminación de documentos y archivos, en función de los distintos niveles de acceso, conservación y vigencia. Utilizar las funciones básicas de bases de datos necesarias, introduciendo, ordenando, consultando y presentando información de forma actualizada. Ebook ajustado al certificado de profesionalidad de Operaciones auxiliares de servicios administrativos y generales.

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