

Electronic Document Preparation Management Text

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Electronic Document Preparation Management Text

Description. This workbook accompanies the successful Electronic Document Preparation and Management for CSEC® student book, but can be used alongside any EDPM textbook. It provides a wealth of practice activities and can be used for in-class, homework or revision work to help ensure you reach your potential in the CSEC® examination.

Electronic Document Preparation and Management for CSEC ...

E-Electronic Document Preparation and Management for CSEC Examination (Theory) is a comprehensive coverage of all the theoretical aspects of the Electronic Document Preparation and Management (CSEC ®) syllabus.

E-Electronic Document Preparation and Management (Theory ...

the preparation and management of electronic documents are interdisciplinary and imperative in the world of work or in the pursuit of further studies. The syllabus is arranged in nine sections, sub-divided into specific objectives and corresponding content. • Section 1 Fundamentals of Computing • Section 2 Keyboarding Mastery

CSEC® Electronic Document Preparation and Management (EDPM ...

The text not only assists students in their preparation for the CSEC Examination but also prepares them to effectively manage various activities within a technologically advanced office with great speed and accuracy. Key features include: • Provides full coverage of syllabus as shown in the list of objectives at the start of each chapter

Electronic Document Preparation & Management for CSEC ...

to be an indispensable tool in the world of work electronic document preparation management for csecr examinations the text not only assists students in their preparation for the csec examination but also prepares them to effectively manage various activities within a technologically advanced office

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the preparation and management of electronic documents are interdisciplinary and imperative in the world of work or in the pursuit of further studies. The syllabus is arranged in nine sections, sub-divided into specific objectives and corresponding content. • Section 1 Fundamentals of

Computing • Section 2 Keyboarding Mastery

CSEC Electronic onicDocument Document Preparation and ...

The Electronic Document Preparation and Management (EDPM) syllabus is designed to equip students with knowledge and computer-related skills required to enhance the performance of clerical and administrative tasks. AIMS of CSEC Electronic Document Preparation The syllabus aims to:

CSEC Electronic Document Preparation and Management - EDPM ...

Electronic Document Preparation and Management (EDPM) syllabus is designed to equip students with knowledge and computer-related skills required to enhance the performance of clerical and administrative tasks. The syllabus seeks to. instil. tenets of the Ideal Caribbean Person as articulated by the CARICOM

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Electronic Document Preparation And Management Course Outline

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Electronic Document Preparation & Management for CSEC ...

This book covers the new EDPM CSEC syllabus to be taught from September 2011. It introduces computing fundamentals, electronic communication and keyboarding techniques before teaching the Microsoft Office (2003 - 2010) skills required by the course. Next, students are shown several aspects of document preparation, complete with sample documents.

Electronic Document Preparation and Management for CSEC ...

Electronic Document Preparation and Management CXC Practice Test Questions Electronic meaning that, the computer is used to train students to use basic tools - Microsoft Word, Excel, PowerPoint and the Internet to prepare certain documents. it also teaches how to manage files and folders, and also the workstation.

Electronic Document Preparation and Management CXC Praticce ...

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Ann-Margaret Jacob. 4.73 · Rating details · 11 ratings · 0 reviews. Completely matching the CXC syllabus, Electronic Document Preparation and Management for CSEC provides comprehensive coverage and is a key text for all students taking the exam. This book offers plenty of examples showing processes step by step, Activities, Tasks and Test Yourself, along with exercises that meet the requirements of the SBA.

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