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*Juan José Pérez Amil*

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## **Recopilación y tratamiento de la información con procesadores de texto. ADGG0308 (Spanish Edition)**

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Analizar las distintas fuentes de información internas y externas en las organizaciones, en función de su disponibilidad, facilidad y utilidades de acceso, y el tipo de información requerida en los documentos habituales del ámbito profesional específico. Aplicar técnicas mecanográficas con precisión, velocidad y calidad de escritura al tacto, transcribiendo textos complejos a través de aplicaciones informáticas específicas. Sintetizar la información relevante, guardándola en los formatos de documentos y soportes más adecuados al tipo de datos que contenga, con rapidez y precisión, para facilitar su tratamiento informático posterior. Incorporar las informaciones y objetos obtenidos y registrados a documentos valorativos, de comunicación o decisión, de forma organizada, con corrección y ausencia de inexactitudes, a través de la aplicación informática específica y, de acuerdo con el diseño y formato establecidos. Ebook ajustado al certificado de profesionalidad de Asistencia documental y de gestión en despachos y oficinas.

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