



Gestión de archivos (Spanish Edition)

Julio Vilchez Beltrán

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El objetivo de este manual es conocer las técnicas de archivo documental: los sistemas de clasificación y ordenación así como los procedimientos de acceso, búsqueda, consulta, recuperación, actualización, conservación y custodia de la información archivada. Aprender a distinguir las partes de un ordenador. Crear, nombrar, copiar y eliminar archivos, carpetas y subcarpetas. Montar una red básica entre dos ordenadores. Aplicación de medidas de seguridad y confidencialidad del sistema operativo y de la información. Crear una base de datos, tablas con registros, realizar consultas, crear formularios e informes para la introducción y recuperación de datos. Interrelacionar la base de datos con otras aplicaciones.

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