



Grabación de datos. ADGG0208 (Spanish Edition)

Jesús Francisco Camuña Rodríguez

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Disponer los diferentes materiales y espacios de trabajo aplicando criterios de optimización de recursos, las normas de calidad, seguridad y salud en procesos de grabación de datos en terminales informáticos.

Identificar los criterios de actuación profesional propia en la actividad de grabación de datos, que permitan la integración y cooperación en grupos contribuyendo a crear un clima de trabajo productivo, de acuerdo con una ética personal y profesional definida. Aplicar técnicas mecanográficas en un teclado extendido, con precisión, velocidad, calidad de escritura al tacto o a través de aplicaciones informáticas específicas. Grabar datos de tablas aplicando técnicas mecanográficas en un teclado numérico, con presión, velocidad y calidad de escritura al tacto a través de a aplicaciones informáticas específicas. Modificar los errores localizados en la grabación de datos, resaltándolos y cambiándolos mediante la utilización de cotejo de documentos, reglas ortográficas, mecanográficas y de acuerdo con las normas estandarizadas de calidad. Ebook ajustado al certificado de profesionalidad de Actividades Administrativas en la relación con el cliente.

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