

MODULE 24: FILE UPDATES

CODE: 960 241 Duration: 15 hours

A. Organize the work to be done

- Determination of a work plan appropriate for the size and duration of the tasks
- Establishment of a schedule that respects priorities
- Appropriate selection of tools

B. Add and delete data from documents.

- Correct retrieval of data from various sources such as:
Printed documents • dictating machine • telecommunication tools
- Appropriate modification of documents when: adding or deleting text • adding or deleting chapters • adding glossaries or indexes
- Adjustment of pagination and table of contents in accordance with additions and deletions
- Correct insertion of illustrations, tables and graphs

C. Change formatting elements of the documents.

- Appropriate formatting changes concerning use of fonts for titles, subtitles, key words and normal text • style settings for the entire document
- Correct application of desktop publishing concepts

D. Reorganize lists of data

- Correct merge of fields in different databases Inclusion of all data