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- a. Microsoft Office Access
- b. Microsoft Office Word
- c. Microsoft Office Tools
- d. Microsoft Office Excel
- e. Microsoft Office PowerPoint
- 2. Office machines that function to duplicate documents with the best results in large quantities are ...
- a. Scanmer
- b. Mimeograph
- c. Risograph
- d. Offset machine
- e. Photocopy machine
- Office furniture that serves to store file folders measuring about 25 x 35 cm, this furniture has 4 drawers called ...
- a. locker
- b. Filling cabinet
- c. Display cabinet
- d. Cupboard
- e, card drawer
- 4. A copier is one of the tools used to duplicate documents. The first step to use it is to press the ON/OFF button. Then the next step is...
- a. Pressing the numeric button
- b. Pressing the exposure button
- c. Press the start button
- d. Press the off button
- e. Putting the document on the glass
- Based on the source, production data, employee data, and financial data are data that describe the condition of the organization. These data are data...

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