



# Gregg Quick Filing Practice

*Jeffrey Stewart*

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## **Gregg Quick Filing Practice** Jeffrey Stewart

Gregg Quick Filing Practice 4e by Stewart continues to use a concise, user-friendly format to teach the essentials of manual filing. The compact, 20-hour boxed practice set reflects the most up-to-date business standards. A Student Text-Guide provides basic filing procedures for indexing names of people, names of businesses, government names, and addresses for alphabetic, subject, geographic, numeric, and chronological filing. The 12 rules used to teach indexing are ARMA-compatible. This practice set includes a storage envelope to hold loose filing documents; a Student Text-Guide; a pad of miniature filing documents; file guides, file folders, and file frame; and a 3.5" filing tutorial disk.



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