INFORMATION DIGITAL MEDIA & TECHNOLOGY

What tasks could a student on placement do?

- Work processing - Prepare a mail merge document, prepare & send emails, memos & letters
- Databases - data entry, set up & maintain databases, produce reports
- Install software & hardware components as directed by supervisor
- Produce Power Point presentations with sound/visual
- Produce brochures
- Scan data/pictures
- Access the internet & search & retrieve information
- Scan system for viruses
- Produce a spreadsheet to produce graphs of product sales & supplies
- Document the backup procedures

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