

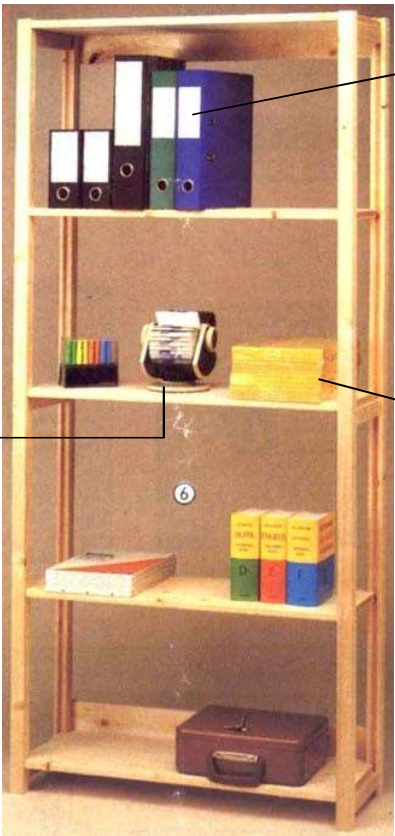
4 EXERCICES

Ton stage se termine et tu dois initier ton successeur aux différents procédés de classement. Tu fais le tour des armoires du secrétariat de l'école et tu cites les procédés utilisés pour chaque document.

Pour chaque élément pointé, tu indiques:

- le matériel utilisé,
- ☐ le mobilier choisi ,
- le procédé employé.

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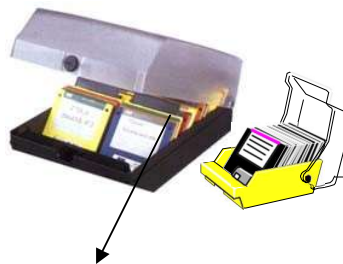
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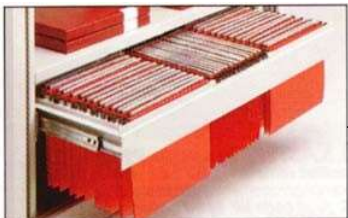
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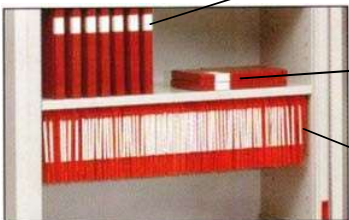


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LE MATÉRIEL ET LE MOBILIER DE CLASSEMENT



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