ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

**SCHOOL BASED ASSESSMENT**



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INTRODUCTION

Computers are now, in our society, being used almost everywhere, from reading text, to playing HD games. Therefore, it is important that one uses this system effectively and efficiently to ensure that the best result is obtained.

ACKNOWLEDGEMENT

The researcher extends gratitude to all the various individuals who may have helped in this School Based Assessment. Every one of those individuals have contributed something of great importance in this particular SBA. It is truly hoped that their contributions are recognized by each reader who may read this assessment.

Gratitude is also handed out to those individuals who took their time off to answer the questionnaires presented to them by the researcher. Their contributions have given the researcher a keen analysis on this topic.

Gratitude is also handed out to the readers who take their precious time off to read this assessment.

Thank you.

REFERENCE MANUAL

ASSIGNMENT 1

ASSIGNMENT 2

ASSIGNMENT 3

CONCLUSION

It can be concluded that using the computer effectively and efficiently reduces the time and effort drastically.

BIBLIOGRAPHY

http://www.fastchip.net/howcomputerswork/bookbpdf.pdf. Roger Stephen Young, 2001