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*****Ace the CAP Exam and Get the Results You Deserve***** The CAP Exam is a challenging test and your results can make a huge difference when it comes to your future. If you do well on the exam, it can open doors and lead to wonderful opportunities. If you do poorly on the exam, you will find yourself with a lot fewer options. You may have to put your plans for the future on hold, or even give up on them altogether. Preparing for your exam with our *CAP Exam Flashcard Study System* can help you avoid this fate and give you a big advantage when you sit down to take the test. Thousands of satisfied customers have relied on Mometrix Flashcards to help them pass their exam, and now you can too. When you study with these flashcards, you'll get an in-depth review of each section on the CAP Exam. **The Communication section covers:**

- Communication process
- Listening
- Nonverbal communication
- Telephone communication
- Criticism
- Business writing
- General grammar rules
- Business meetings

The Organization and Planning section covers:

- Management
- Time management
- Planning
- Leadership
- Information security
- Decisions
- Presentations

The Information Distribution section covers:

- Distributing information
- Internal office communication
- Handling mail
- Conducting research

The Records Management section covers:

- Records
- Card systems
- Maintaining archives
- Paper storage

- File integrity

The Physical and Information Resources section covers:

- History of the computer
- Types of computers
- Operating systems
- Microcomputer
- Software procurement

The Document Production section covers:

- Desktop publishing
- Word processing applications
- Spreadsheets

The Financial Functions section covers:

- Accounting procedures
- Preparing budgets
- Time auditing

The Human Resources section covers:

- Human resource management
- OSHA
- Discrimination
- Labor unions
- Training programs

...and much more! We believe in delivering lots of value for your money, so the *CAP Exam Flashcard Study System* is packed with the critical information you'll need to master in order to ace the CAP Exam. Study after study has shown that spaced repetition is the most effective form of learning, and nothing beats flashcards when it comes to making repetitive learning fun and fast. *CAP Exam Flashcard Study System* uses repetitive methods of study to teach you how to break apart and quickly solve difficult test questions on the test. Our flashcards enable you to study small, digestible bits of information that are easy to learn and give you exposure to the different question types and concepts. With our flashcards, you'll be able to study anywhere, whenever you have a few free minutes of time. Our company has helped thousands of people achieve their education goals. *CAP Exam Flashcard Study System* can help you get the results you deserve.

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