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ADMINISTRATIVE OFFICE MANUAL

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Instructor's Manual and Key to Accompany Peter Norton's Introduction to Computers PowerPoint 97 Tutorial with 3.5 IBM Disk Peter Norton,1998-01-01 **Microsoft PowerPoint 97 Introductory Concepts and Techniques** Gary B. Shelly,Thomas J. Cashman,Marvin M Boetcher,1997-04 *Procedures for the Office Professional* Patsy J. Fulton,Joanna D. Hanks,Reynolds,1995 **SBI** Anne Peele Ambrose,Dorothy L R Jones,Dorothy L. Jones,1998-02-04 SBI is an advanced word processing simulation It is designed to reinforce word processing skills in processing documents such as letters memos reports tables programs and newsletters as well as composition critical thinking and decision making skills The simulation contains 32 jobs that require approximately 20 25 hours for completion **Administrative Assistant's and Secretary's Handbook** James Stroman,Kevin Wilson,Jennifer Wauson,2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant s and Secretary s Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant s and Secretary s Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers

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