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OFFICE ADMINISTRATION MANUAL

Desk Manual For Adminstrative Assistant

Anne Morton



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The 21st Century Office Assistant's Manual K. A. Zahler, Philip Lief Group, 1995 This clear and detailed guide offers practical advice on all areas of office life Readers will learn what is expected of office assistants in various business environments obtain tips on setting up computer databases discover the most efficient way to use office equipment and learn the standard methods of typing letters and memos and more

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