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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 326 Publisher: Electronic Industry Pub. Date: 2011-09-01 version 1 by Song Xiang edited the Excel application administrative secretarial road (including a DVD-ROM) (color) by Microsoft. the world's most value of the expert (mvp) written in the form of case details the secretarial and administrative work are often exposed to a typical application. each case has a fixed structure. divided into case scenario. involving a knowledge point, the production process. Detailed knowledge points 4 parts. Among them, the case scenario presented case the application environment and the workplace context; related knowledge points listed in the case of the production process to use the Excel technology; production process demonstrated in detail the case of the production steps; Detailed knowledge of the case in point involved in the Excel a detailed technical explanation. Book rich in practical cases. including secretarial and administrative office applications in many areas. divided into employee data management. employee attendance management. employee overtime and shift management. employee performance management. customer information management. document management companies. corporate meetings management. office supplies management. vehicle management and daily use cost management. Excel application administrative secretarial road (including a DVD-ROM) (color) for engaging in or preparing to engage in clerical and administrative staff. including the company's clerks. secretaries. executive secretaries. administrative assistants. administrative manager of different positions. the the book is also suitable for non-clerical and administrative work of Excel users. By reading this book you can quickly master the use of Excel entry. data management and analysis methods and techniques. In addition, the book is also available as a socially relevant professional training materials. Contents: Chapter 1. entry-level knowledge of Excel Introduction - familiar to Excel2010 novice start operating...

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