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By FAN SHEN KE JI

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 14414 Publisher: Beijing Publishing House Kehai electronic Pub. Date: 2009 - 12. and this tutorial to solve common problems in practical work as the goal. not only sub-topics Detailed Excel application. also designed to share experiences. common problems. expert coaching and human resources applications unit. to help readers understand better and faster content. to seize the essence. in order to better work. 18 tutorial is divided into three chapters. The first one based articles. including data entry fast and efficient. easy to do forms. flexible and efficient data organization. graphical visualization of performance data shown. using the formula functions quickly solve the problem. the concept of linear programming and applications with macros and control to improve office efficiency 7. As an example the first two articles. focuses on how to use Excel to solve common in human resources issues. specifically including recruitment and hiring. personnel file management. the company employs more latitude structural analysis. attendance and leave management. overtime management. staff training . employee performance evaluation. accounting and payroll summary. payroll statistics and analysis. company personnel turnover...

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