

## Excel 2007 examples of secretarial and administrative applications



Filesize: 1.33 MB

### ***Reviews***

*This book is definitely not straightforward to get started on studying but extremely exciting to read. It is really simplistic but shocks in the 50 percent of the ebook. Once you begin to read the book, it is extremely difficult to leave it before concluding.*

***(Ally Reichel)***

## EXCEL 2007 EXAMPLES OF SECRETARIAL AND ADMINISTRATIVE APPLICATIONS



paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 363 Publisher: China Youth Publishing House Pub. Date: 2008 -09 The book uses a lot of examples to explain the Excel in secretarial and administration and the daily form and design of application-specific content. covering topics such as customer information management. document management companies. corporate security management. data management employees the company meeting room management. office supplies company management. employees on duty schedule management. vehicle management company. employee travel management. corporate structure indicate the daily cost statistics. the company product promotion meeting schedule. employees work overtime cost management and corporate communication management This book is innovative. focused and appropriate levels of detail. to integrate theory with practice. a simple and easy to understand this book fully explained in the Excel 2007 administrative and secretarial work in the specific application. This book uses a lot of examples to explain Excel in company secretarial and administrative and other routine forms the content of the specific design application. Contents: chapter01 customer information management making customer calls register 1.1 knowledge points and effect diagram 1.1.1 Operation 1.1.2 Step 1 Create the basic form of knowledge calls the register link - Adjust the high-2 cell line. setting the text font format 3 Save the file 4. make visiting customers input data in Table 1.2.1 1.2 knowledge points and effect diagram 1.2.2 Step 1 Create customer feedback forms visit Knowledge Link - - Set the text font format static knowledge links - auto-fill data (2) knowledge of the link set worksheet tab - Set the worksheet tab 1.3 Production of customer information registration form 1.3.1 Figure 1.3.2 Effect of knowledge points and steps 1 Create customer knowledge of the registration form link data...



**Read Excel 2007 examples of secretarial and administrative applications Online**  
**Download PDF Excel 2007 examples of secretarial and administrative applications**

## Other Kindle Books



**TJ new concept of the Preschool Quality Education Engineering: new happy learning young children (3-5 years old) daily learning book Intermediate (2) (Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the...

[Read Document »](#)



**TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (2-4 years old) in small classes (3)(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the...

[Read Document »](#)



**Art appreciation (travel services and hotel management professional services and management expertise secondary vocational education teaching materials supporting national planning book)(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 146 Publisher: Higher Education Pub. Date :2009-07-01 version 2. This book is...

[Read Document »](#)



**TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (3-5 years) Intermediate (3)(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the...

[Read Document »](#)



**Edge] the collection stacks of children's literature: Chunhyang Qiuyun 1.2 --- Children's Literature 2004(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2005 Pages: 815 Publisher: the Chinese teenager Shop Books all book....

[Read Document »](#)

**Most cordial hand household cloth (comes with original large papier-mache and DVD high-definition disc) (Beginners Korea(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date: Unknown in Publisher: Henan Science and Technology Press Information Original Price:

[Download ePub »](#)

**Medical information retrieval (21 universities and colleges teaching information literacy education family planning)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 269 Publisher: Huazhong Pub. Date :2011-07-01 version 1. The Internet age. information

[Download ePub »](#)

**Ip Man Wing Chun Basics (the movie Ip Man director Sin Kwok. Ip Man master(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date: Unknown Pages: 129 in Publisher: China Industrial and Commercial Joint Press

[Download ePub »](#)

**Applied Undergraduate Business English family planning materials: business knowledge REVIEW (English)(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date: 2012 Pages: 240 Language: English Publisher: Foreign Economic and Trade University

[Download ePub »](#)

**Influence and change the lives of preschool children(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2011-01-01 Language: Chinese Publisher: Jincheng Press only genuine new book -

[Download ePub »](#)