Excel administrative secretarial application of the Road (book with CD-ROM for color version Excel2010Excel2007Excel2003 users)

By -

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...

Reviews

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An exceptional book as well as the font used was exciting to read. It is actually rally intriguing throgh reading time. You will not sense monotony at anytime of the time (that's what catalogues are for about when you ask me).
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