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Autore	Stroman James
Titolo	Administrative assistant's and secretary's handbook / / by James Stroman, Kevin Wilson, Jennifer Wauson
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Descrizione fisica	1 online resource (593 p.)
Altri autori (Persone)	WilsonK <1958-> (Kevin) WausonJennifer StromanJames
Disciplina	651.3
Soggetti	Secretaries Office practice
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Updated ed. of: Administrative assistant's & secretary's handbook. 2nd ed. Includes index.
Nota di contenuto	Overview for the new administrative assistant -- Daily routine -- Telephone usage -- Mail services and shipping -- Travel arrangements -- Meetings -- Time management -- Keeping accurate records -- Office machines -- Telecommunications equipment -- Computer hardware -- Computer software -- Database management -- Computer networking -- E-mail -- Using the internet -- Web conferencing -- Spreadsheet software -- Data security -- Keyboarding skills -- Word processing -- Desktop publishing -- Using Powerpoint -- Troubleshooting computer problems -- Office ergonomics -- Glossary of computer terms -- The business letter -- Other written communications -- Forms of address -- Legal documents and terms -- Grammar -- Language, usage, and style -- Common English usage problems -- Spelling -- Pronunciation -- Punctuation -- Numerals -- Bookkeeping and accounting -- Business taxes -- Banking -- Special business and financial information for the small business -- Weights and measures -- Your future -- Presentation skills -- Communications

skills -- Office management and supervision.

Sommario/riassunto

The most thorough career guide for administrative professionals addresses the latest issues in a new third edition.