

1. Record Nr.	UNINA9910824267403321
Autore	Stroman James
Titolo	Administrative assistant's & secretary's handbook [[electronic resource] /] / by James Stroman, Kevin Wilson, Jennifer Wauson
Pubbl/distr/stampa	New York, : American Management Association, c2004
ISBN	0-8144-2762-6
Edizione	[2nd ed.]
Descrizione fisica	1 online resource (574 p.)
Altri autori (Persone)	WausonJennifer WilsonK <1958-> (Kevin)
Disciplina	651.3
Soggetti	Office practice Secretaries
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Preliminaries; Contents; 1. Overview for the New Administrative Assistant; 2. Daily Routine; 3. Telephone Usage; 4. Mail Services and Shipping; 5. Travel Arrangements; 6. Meetings; 7. Keeping Accurate Records; 8. Office Machines; 9. Telecommunications Equipment; 10. Computer Hardware; 11. Computer Software; 12. Database Management; 13. Computer Networking; 14. E-Mail; 15. Using the Internet; 16. Spreadsheet Software; 17. Data Security; 18. Keyboarding Skills; 19. Word Processing; 20. Desktop Publishing; 21. Multimedia and Presentation Software; 22. Office Ergonomics 23. Glossary of Computer Terms24. The Business Letter; 25. Other Written Communications; 26. Forms of Address; 27. Legal Documents and Terms; 28. Grammar; 29. Language Usage and Style; 30. Common English Usage Problems; 31. Spelling; 32. Pronunciation; 33. Punctuation; 34. Numerals; 35. Bookkeeping and Accounting; 36. Business Taxes; 37. Banking; 38. Special Business and Financial Information for the Small Business Administrative Assistant; 39. Weights and Measures; 40. Your Future; Index
Sommario/riassunto	The most thorough career guide for administrative professionals now addresses the latest issues in a new second edition.