



Excel 2007 examples of secretarial and administrative applications

By JIE CHENG WEN HUA

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...



READ ONLINE

Reviews

It is an awesome publication which i actually have ever read through. it had been writtern really properly and valuable. I found out this book from my i and dad recommended this pdf to discover.

-- Doyle Schmeler

This book is definitely not simple to begin on studying but quite fun to see. I actually have read and that i am sure that i will gonna read through yet again once again in the foreseeable future. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- Brennan Koelpin

Related eBooks



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 Youth Pre-employment Training software download generated pictures...



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 Youth Pre-employment Training software download generated pictures...



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 a secondary vocational education and management of...



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 Youth Pre-employment Training software download generated pictures...



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. the genuine special part of the spot...



JA] early childhood parenting: 1-4 Genuine Special (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: 2006-01-01 Pages: 179 Publisher: the China Pictorial Our book is all new book of genuine special spot any...