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professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In *The Administrative Assistant s and Secretary s Handbook* you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers **Administrative Assistant**

Amy S. Morgan, Amy S Morgan Msc, 2015-01-11 The new administrative assistant is a team member Gone are the days of performing only the basic duties of typing and filing now the assistant is a vital part of the every day business process If you want to learn the basics of administrative duties plus how to be exceptional and be a central part of a boss s work processes this is the course for you Learn the professional way to handle the basics calls calendars filing time management organization and also learn how to present yourself as a true professional demeanor actions skills etc Become the promotable key player you know you can be This self paced training course is in workbook format and each lesson is followed with a quiz Completion of all quizzes with at least an 80% passing grade entitles you to the included Certificate of Completion found at the back of this workbook This training course workbook will also serve as an excellent reference manual for you on the job

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