

ADMINISTRATIVE & EXECUTIVE ASSISTANT RESOURCE MANUAL



Santa Rosa Junior College
History-Careers Summer, 2008
Revised Summer, 2007

Administrative Assistant Manual

Anne Morton



Administrative Assistant Manual:

Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant's and Secretary's Handbook will help 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's and Secretary's Handbook James Stroman, Kevin Wilson, 1995-01 This comprehensive but compact guide sets the standard for any secretary or administrative assistant who wants to be perceived as a skilled professional It is written in down to earth language and organized for easy reference Topics include daily duties recordkeeping overview of word processing databases spreadsheets and communications etc *The Office Management Manual* Anne Morton, 1990 Written for both the experienced and the novice in the office world this primer covers office design how to ask for a raise proper grammar and how to better manage communicate with and handle people **Administrative Assistant's & Secretary's Handbook** James Stroman, Kevin Wilson, Jennifer Wauson, 2004 The most thorough career guide for administrative professionals now addresses the latest issues in a new second edition Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2012 A treasure trove of practical tips and invaluable tools for administrative professionals it doesn't get much better than this book BookViews.com **Instructor's Manual to Accompany Plunkett's Procedures for the Medical Administrative Assistant, Fourth Edition** Elsbeth McCall, Lorna Plunkett, 2007 Manual for Administrative Assistants to Members of the Assembly California. Legislature. Assembly. Office of Research, 1969 **Amendment to the Administrative Assistant's Manual** New South Wales. Police, 1985 **Manual for Administrative Assistants** California. Legislature. Assembly. Legislative Reference Service, 1965 *The Complete Handbook* Helen Fletschinger, 2017-04-03 This book is for all those who are looking for an interesting and challenging career in a field with lots of openings and available positions People who work as Administrative Assistant to provide support pick up the slack fill in the gaps ensure that the

office runs smoothly the managers have everything they need to do their jobs well and ultimately help the department and company to succeed This position is rarely boring frequently challenging sometimes creative and always worthwhile In this book the author covers a wide variety of topics including the skills needed to get the job to earning the promotion along with tips on dealing with difficult managers and the unwritten rules of office life including office romance

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