



Complete Office Handbook: Third Edition

Susan Jaderstrom, Leonard Kruk, Joanne Miller

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The administrative professional's guide to the modern office.

This revised and updated Third Edition provides the office worker with practical advice on how to survive and thrive in today's fast-paced business environment. Written by business specialists, it has detailed information on standard office practices, with special emphasis on electronic communications and information technology.

- Produced under the sponsorship and direct supervision of IAAP, International Association of Administrative Professionals
- Provides up-to-date information on the electronic office, simplifying complex tasks and procedures
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