



Reference Manual for the Office

Clifford R. House, Kathie S. Sigler

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Prepares learners to enter the office workplace by strengthening their communication, document formatting, retrieval and mailing, information processing, and job search skills. This valuable reference guide includes all important fundamentals and has been thoroughly revised and expanded to reflect the changes brought to the office by computers, word processors, and other technological innovations. A new section on international business has been added to reflect the changing global business environment.

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