



## Modern Office Technology Administration (Paperback)

By Joan Gallagher, Siobhán Creedon

Gill Macmillan Ltd, Ireland, 2014. Paperback. Book Condition: New. 5th Revised edition. 244 x 170 mm. Language: N/A. Brand New Book. Fully revised edition of this popular and well-established textbook, which reflects the requirements of the Level 5 modules Information and Administration [5N1389] and Reception and Frontline Office Skills [5N1407]. NEW TO THIS EDITION Unit 1: The Business Working Environment \*Presents the various legal structures for companies and defines departmental functions within a business. \*Includes updates to employment, health and safety, and data protection legislation to reflect new EU directives. Unit 2: Receptionist and Office Administrator Duties \*Outlines developments in switchboard technology, shared electronic diaries and Microsoft Office Outlook 2013 calendar and task modules. \*Details recent developments in financial transaction activities. \*Includes adjustments to payroll calculations and business transactions. Unit 3: Information Technology Infrastructure \*Reflects developments in computer hardware and office software - MS Office Professional 2013, database methods, web security issues and viruses. \*Introduces cloud computing and social computing. Unit 4: Postal, Electronic and Mobile Communication \*Presents updates on postal services, charges and online business solutions. \*Reflects changes in the Microsoft Outlook 2013 email system and advances in mobile communications. Unit 5: Filing and Retrieving Information \*Outlines developments in...



**READ ONLINE**  
[ 6.94 MB ]

### Reviews

*This pdf can be worth a read through, and a lot better than other. I really could comprehend everything using this written e book. I am just pleased to explain how this is actually the very best book i have read through in my individual lifestyle and can be he very best publication for actually.*

-- **Jaclyn Price**

*Merely no words to spell out. I am quite late in start reading this one, but better then never. I am happy to explain how this is actually the very best publication we have go through within my personal daily life and can be he best ebook for at any time.*

-- **Althea Christiansen**

## Relevant PDFs



### **Read Write Inc. Phonics: Yellow Set 5 Non-Fiction 3 Fun at the Fair (Paperback)**

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. 207 x 170 mm. Language: N/A. Brand New Book. These decodable non-fiction books provide structured practice for children learning to read. Each set of books is carefully levelled to match childrens growing...



### **Read Write Inc. Phonics: Blue Set 6 Storybook 9 a Box Full of Light (Paperback)**

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. Tim Archbold (illustrator). 194 x 160 mm. Language: N/A. Brand New Book. These engaging Storybooks provide structured practice for children learning to read the Read Write Inc. Set 1, 2 and 3...



### **Read Write Inc. Phonics: Blue Set 6 Storybook 6 the Jar of Oil (Paperback)**

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. Tim Archbold (illustrator). 148 x 148 mm. Language: N/A. Brand New Book. These engaging Storybooks provide structured practice for children learning to read the Read Write Inc. Set 1, 2 and 3...



### **Read Write Inc. Phonics: Yellow Set 5 Storybook 10 the Foolish Witch (Paperback)**

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. Tim Archbold (illustrator). 210 x 81 mm. Language: N/A. Brand New Book. These engaging Storybooks provide structured practice for children learning to read the Read Write Inc. Set 1 and 2 sounds....



### **Read Write Inc. Phonics: Blue Set 6 Storybook 4 King of the Birds (Paperback)**

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. Tim Archbold (illustrator). 208 x 148 mm. Language: N/A. Brand New Book. These engaging Storybooks provide structured practice for children learning to read the Read Write Inc. Set 1, 2 and 3...



### **Read Write Inc. Phonics: Grey Set 7 Non-Fiction 2 a Flight to New York (Paperback)**

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. 213 x 98 mm. Language: N/A. Brand New Book. These decodable non-fiction books provide structured practice for children learning to read. Each set of books is carefully levelled to match childrens growing...