

# **Microsoft Office Teaching Guide For Administrative Assistant**

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Jul 01, 2015 Administrative Assistant in Montreal Lasalle: "Superstar Admin Assistant." Microsoft Office. 3%. Organizing. 3%.

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### **Administrative assistant | job guide**

Administrative assistants perform a or to concentrate on just one or two specific tasks in a larger office. Administrative assistants Education and Training

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The main focus of most administrative assistant training is on current office technology, usually Microsoft Office. Administrative Assistant Career and Education

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Administrative Assistant is a broad job category Documentation Administrative assistants may also help office members typically using Microsoft Office

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The most important task for an administrative assistant is to do office management and project You must have a clear idea of Microsoft office, EDUCATION. Two

## **Job descriptions - salary range, desired skills**

Administrative Assistant. Skills Required: Familiarity with Microsoft Office; Salary Range: Excellent computer skills, including a proficiency in Microsoft Office;

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Search for Office Assistant jobs at Monster. be able to use Microsoft Word and WordPerfect, Office Manager/Administrative Assistant:

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Administrative / Office Manager Microsoft Office. 1%. Organizing

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and skills expanding the traditional role of the administrative assistant. (Microsoft Office The Administrative Office Specialist program

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Training ranges from high school vocational education programs that teach office administrative assistants. Increasing office administrative assistant,

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### **Administrative assistant - vocabulary list :**

Administrative Assistant. Providing administrative support to Candidate must be computer literate and have the ability to use the Microsoft Office product

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ENTRY-LEVEL ADMINISTRATIVE ASSISTANT. PROFILE EDUCATION ABC SCHOOL, Microsoft Office Specialist (MOS), 2007; KEY SKILLS

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