

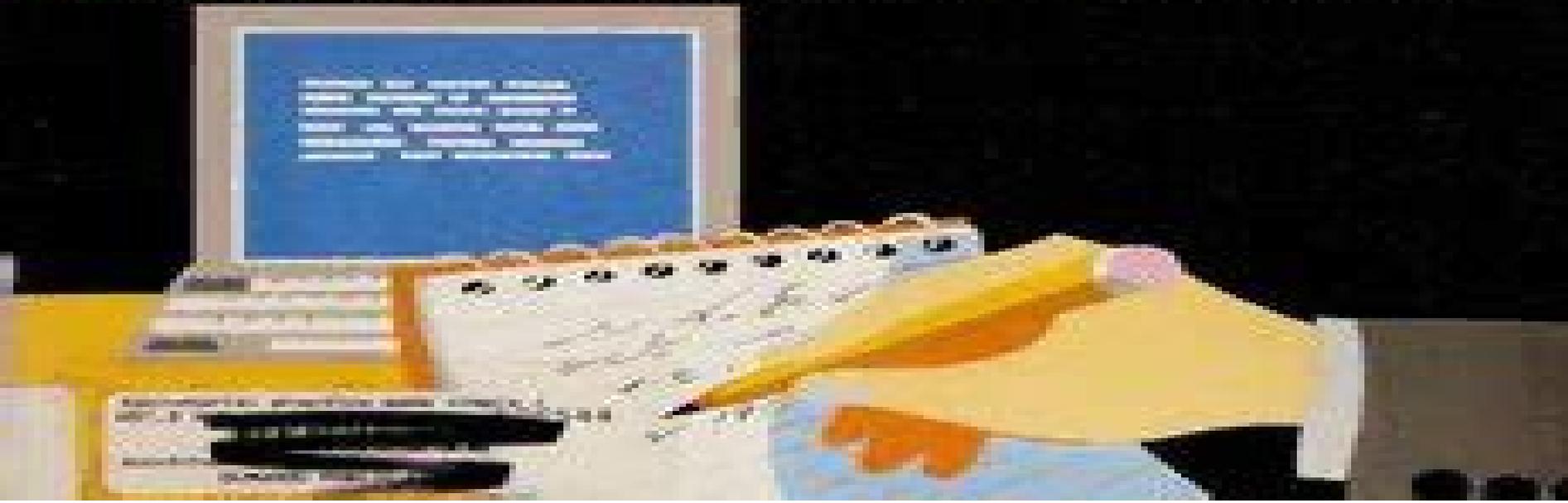
Completely updated and revised for today's changing workplace

Secretarial Practice Made Simple

Revision

Betty Hutchinson and Carol Milano

■ The essential guide to secretarial practice and procedures including the most up-to-date information on the automated office



Secretarial Practice Made Simple

Peter Funk, Mary Funk



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