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# Secretary's QUICK Reference Handbook

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**UPDATED FOR TODAY'S OFFICE**

Complete Guide to Modern Office Technology

Word Processing

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**SHERYL LINDSELL-ROBERTS**

# Secretarys Quick Reference Manual

**United States. Congress. Senate**



## **Secretarys Quick Reference Manual:**

**The Secretary's Quick Reference Handbook** Sheryl Lindsell-Roberts,1992 Newly revised and updated for today s office this handbook is the ideal concise style guide for every kind of office communication Now with expanded coverage of today s electronic office it includes the essentials of business English business letter styles records management techniques postal regulations overnight delivery procedures desktop publishing and more **Line drawings Quick Reference Guide for the National Response Plan** ,2006 Quick Reference Guide United States. General Accounting Office,1995

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