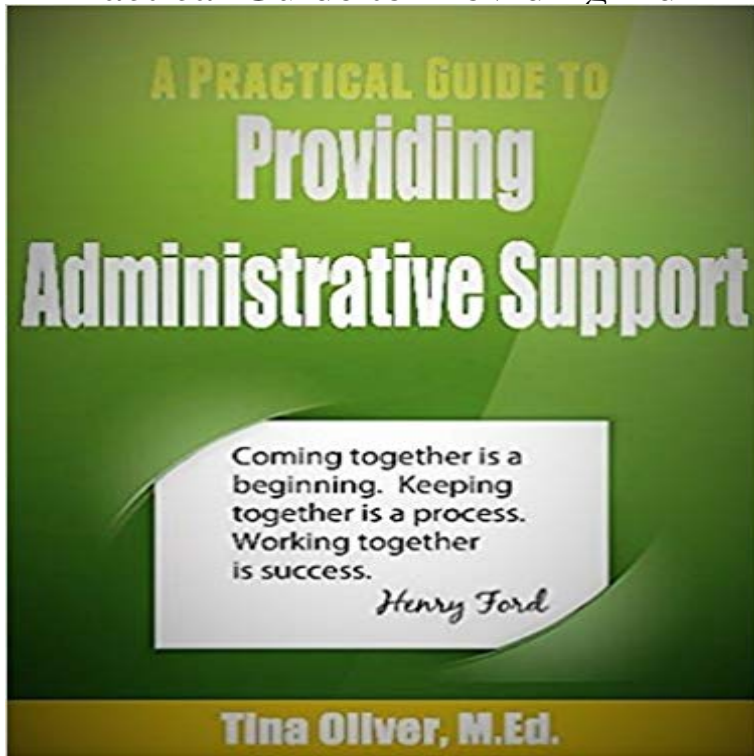


# A Practical Guide to Providing Administrative Support



Administrative assistants are a key part of most office environments. They work quietly in the background, ensuring that the business runs smoothly and efficiently. This book will give new administrative assistants tools that will make them that person that the office cant live without. Experienced administrative assistants will learn new tools that will make them more efficient and valuable than ever.

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