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ADMINISTRATIVE ASSISTANT STUDY GUIDE ... relations, and other office procedure to be followed in daily operations of an office. When in doubt about determining which visitors should be allowed to see the Chief, what would be a good rule to follows? 1. The Chief is a public official, so everyone should be admitted.

ADMINISTRATIVE ASSISTANT STUDY GUIDE - Louisiana

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Study Guide for Office Assistant 1 Document Services

3. The Office Administration area will display all the tools available to the Office Administrator. Office File Manager As an Office Administrator, you can manage all of the files in your office including ordering services, uploading documents, completing To Do items, and closing a File.

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