Modern Office Technology Administration (Paperback)

By Joan Gallagher, Siobhan Creedon

Gill Macmillan Ltd, Ireland, 2014. Paperback. Book Condition: New. 5th Revised edition. 244 x 170 mm. Language: N/A. Brand New Book. Fully revised edition of this popular and well-established textbook, which reflects the requirements of the Level 5 modules Information and Administration [5N1389] and Reception and Frontline Office Skills [5N1407]. NEW TO THIS EDITION Unit 1: The Business Working Environment *Presents the various legal structures for companies and defines departmental functions within a business. *Includes updates to employment, health and safety, and data protection legislation to reflect new EU directives. Unit 2: Receptionist and Office Administrator Duties *Outlines developments in switchboard technology, shared electronic diaries and Microsoft Office Outlook 2013 calendar and task modules. *Details recent developments in financial transaction activities. *Includes adjustments to payroll calculations and business transactions. Unit 3: Information Technology Infrastructure *Reflects developments in computer hardware and office software - MS Office Professional 2013, database methods, web security issues and viruses. *Introduces cloud computing and social computing. Unit 4: Postal, Electronic and Mobile Communication *Presents updates on postal services, charges and online business solutions. *Reflects changes in the Microsoft Outlook 2013 email system and advances in mobile communications. Unit 5: Filing and Retrieving Information *Outlines developments in...

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