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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 293 Publisher: Electronic Industry Pub. Date :2011-09-01 version 1 by Song Xiang edited the Excel application way of human resources (including a CD-ROM) (color) by Microsoft. the world's most Value Professional (MVP) is written in the form of case details the human resources management are often exposed to a typical application. each case has a fixed structure. divided into case scenario. involving a knowledge point. the production process. Detailed knowledge points 4 parts. Among them. the case scenario describes the case of the application environment and the workplace context; related knowledge points. cited the case of the production process to use the Excel Technology; production process demonstrates in detail the case of the production steps; detailed knowledge points solution of the case involved a detailed Excel technical explanation. Book rich in practical cases. including human resource management applications in many areas. is divided into staff recruitment and hiring management. personnel data management. employee training management. employee attendance management. employee performance management. compensation and benefits management and statistical analysis of personnel data. Excel application way of human resources (including a CD-ROM) (color) for engaging in or preparing to engage in human resource management personnel. including personnel data reporting. human resources. data analysis. human resources manager. human resources director different positions; also suitable for non-human resources management of Excel users. By reading this book you can quickly master the use of Excel entry. data management and analysis methods and techniques. In addition. the book is also available as a socially relevant professional training materials. Contents: Chapter 1. entry-level knowledge of Excel Introduction - familiar to Excel2010 novice start operating environment Case 1 Case 2 custom Excel2010 operating environment to...

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