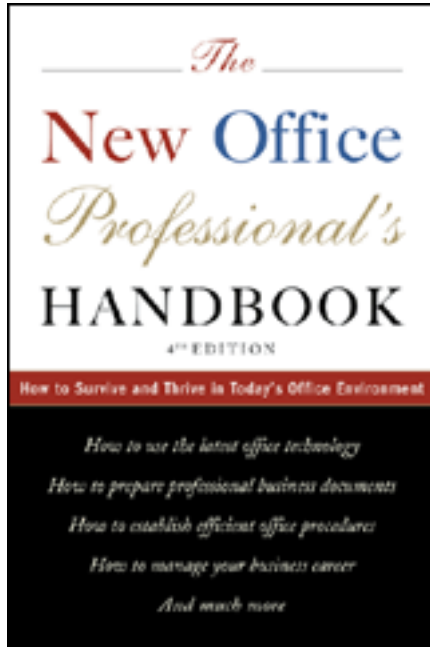


Press Release



The New Office **Professional's Handbook**

by Editors of The American Heritage®
Dictionaries

Introduction

With the ever-changing approaches to technology and business management, *The New Office Professional's Handbook* is an indispensable tool for every modern office. Whether working at corporate headquarters, for an Internet startup, or in a home-based business, you'll find the information you need in this all-new revision of the authoritative handbook for today's office professionals. The book's features include

- the latest information on the electronic office, including technical information as well as tips on "netiquette"
- comprehensive coverage of modern office procedures
- practical guidance on career development, including tips on using Internet resources
- suggestions for how to handle human relationships in the office: your boss, coworkers, and assistants
- practical advice on how to plan, arrange, and conduct meetings and conferences
- country profiles with up-to-date information
- grammar, usage, and punctuation guidance in an accessible format
- advice on how to create, edit, proofread, send, and file professional business documents
- information on basic accounting procedures and the fundamentals of

business law

- new and updated illustrations, charts, and tables
- an easy-to-use format with a comprehensive index.

Divided into fourteen comprehensive chapters, *The New Office Professional's Handbook* is supplemented with tables, charts, and sample documents illustrating the text and providing easy access to important information.

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