



The Microsoft® Crabby Office Lady Tells It Like It Is: Secrets to Surviving Office Life (Business Skills)

Annik Stahl

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We all have to work for a living—so why not make that time work for you? Whether you're in a cubicle or corner office, the Crabby Office Lady shows you how to be more productive on the job so that you can really enjoy your time off the job. Humorous but practical, the lovable know-it-all reveals her secrets in this easy-to-read survival guide based on her popular column. You'll get her no-nonsense lessons to succeeding at work, as well as tips and tricks for working with Microsoft Office programs to help simplify your life. She'll give you the straight scoop—so pay attention!

Crabby says, "Listen up!"—and discover how to:

- Manage your daily barrage of email, run effective meetings, and delegate (you might actually get some work done)
- Mind your workplace manners (and learn to deal with those who don't)
- Use Crabby's secrets for preparing for performance reviews and building your case for raises
- Customize Office program settings, use accessibility features, and practice healthy ergonomics to make your office your own
- Decode convoluted computer terms
- Take the stress out of fleeing—and enjoy your time off—with Crabby's get-away-from-it-all checklist

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