

**PEMANFAATAN PROGRAM MS. EXCEL 2007  
DALAM PEMBUATAN INVOICE DENGAN FUNGSI TERBILANG  
UNTUK MENINGKATKAN KINERJA SEKRETARIS**

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***Abstract***

*Creating invoices by using Microsoft Excel 2007 program can improve the secretary performance. By using this program, the secretary will get an accurate calculation and translate numbers into words automatically. It also gives the advantage to manage time. In addition, this program can make a secretary's job more efficient and also can be used to store documents in a systematic and practical.*

***Key Words : Invoice, Microsoft Excel, Secretary***