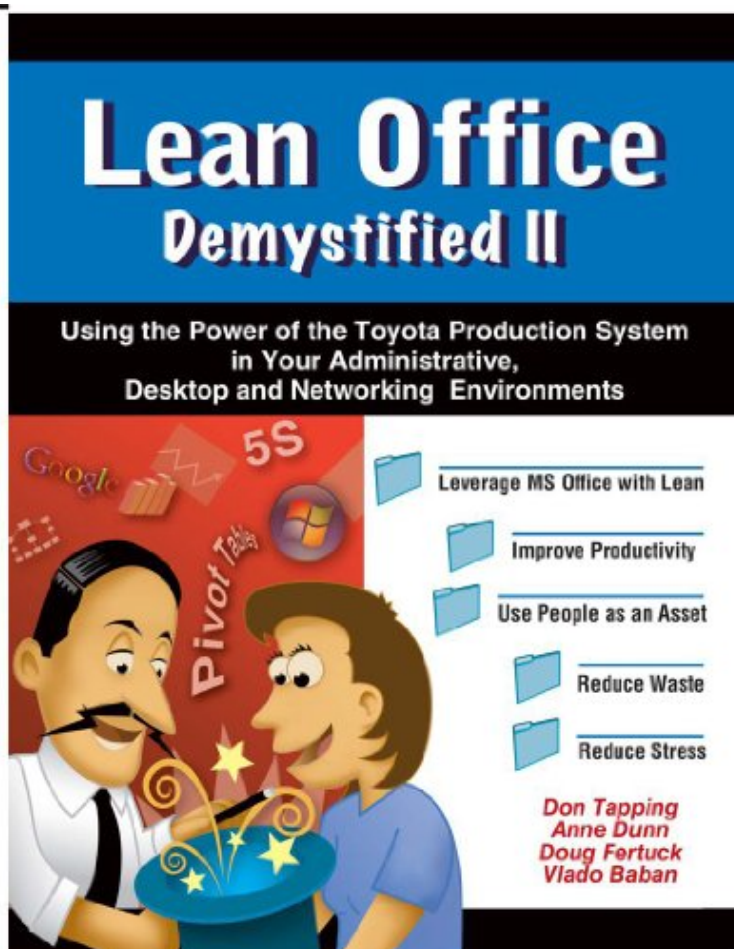


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Prsentation de l'diteurLean Office Demystified II (Revised Edition 2014) reveals the secrets on how Lean can be leveraged with MS Office (and other applications) to move information where it is needed, when it is needed, in error-free ways never dreamed of - at the speed of sight. This version contains over 30 Dropbox file links to Excel worksheets for immediate use and application of the tool or concept. Also, learn how MS Excel, Word, Access, Grove, and Visio, as well as ACT!, Windows Explorer, and Google Docs can be used

in applying Lean tools and concepts. This is all conveyed through the Global Winds case study that is included at the end of each chapter. This easy-to-use book includes everything you need for success readiness guides, worksheets, forms, screen shots, application examples, etc. Lean Office Demystified II goes beyond theory to explain how all this works in the actual business case study of Global Winds. Lean Office Demystified II will boost office performance, reduce costs, and increase customer satisfaction, while at the same time create stress-free work place. Computer users, Lean leaders, and front-line employees of the world now unite in this tools and concepts explained in this book! BONUS! The Appendix now contains step-by-step instructions on how to: 1. Create a value stream map in Visio 2. Use Pivot Tables to help identify a value stream 3. Use Excel to create an Employee Balance Chart

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