



Office papers - step by step to learn computer

By ZHU REN CHENG

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 263 Publisher: Xi'an Electric UST Pub. Date :2011-5-1. This book is a step by step learning computer series is one way to describe the computer illustrations of relevant knowledge and office operations. covering office computer knowledge. basic file management. word2007. excel 2007 and powerpoint2007 operating techniques. and some of the operations associated with such office. The core content of the document editing and layout. photo-text. tables of production. excel spreadsheets and data processing. graphics creation. presentation production. landscaping and screening of slides. Book easy to understand. the content and practical. feasible. through the introduction of simple terms. the reader step by step to learn how to use a variety of office software. office computer quickly grasp the techniques and methods. This book is a primary office computer tutorials for different ages to learn the computer and office reference. but also as a primary computer training as well as families. students self-study tutorial. Contents: Chapter 1 Introduction 1.1 computer computer office development and the development of computer applications 1.1.1 1.1.2 1.2 computer uses the composition of 1.3 commonly...



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