

Chinese version of Word2007 case tutorial (with CD-ROM)

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Reviews

A really wonderful ebook with perfect and lucid answers. It is rally interesting through looking at period of time. Once you begin to read the book, it is extremely difficult to leave it before concluding. (Gustave Moore)

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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 249 Publisher: Science Pub. Date :2009-01-01 version 1. Book case and on-site to answer in the form of gradual exposition of the various functions of Word 2007. Office for the computer novice can get started quickly arrangement of a variety of document processing. The book describes the Word 2007 turn-based. the text input and editing. the basic document formatting. document. advanced formatting. insert images. graphics. and WordArt. use the form. a long way to edit the document. mail merge feature to the document insert formulas. document examination and document revisions and Word 2007's advanced applications. Word 2007 also introduced a variety of application techniques. Book is concise language. easy to understand presentation. knowledge points Deep progressive. comprehensive and has a highly practical. and very suitable for beginners and the majority of computer office workers use computers. but also as a vocational high specifically related to professional short courses in computer and computer-based training materials. CD-ROM. the contents of the book some examples for the material. courseware. and video presentations. Contents: Chapter 1 Introduction to Word 2007 1.1 1.3 Detailed user interface start Word20071.2Word2007 out W10rd20071.4 new. save. close and open the New Document Document Case 1 Case 2 Case 3 Close and save the document to open the document thinking 1.5 Getting Help Summary and practice Chapter 2 text input and editing the contents of the input document 2.1 Case 1 Case 2 input text input special symbols to insert the date and time of the case 3 2.2 1 edit document content site to answer: how to choose the text is the solution to answer 2: How to delete and modify text Case 1 Case 2...

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