



common use of modern office equipment and maintenance (Liu Shijie)

By LIU SHI JIE ZHU

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Publisher: Electronic Industry Publishing House Pub. Date :2010-09-03. This book introduces the most commonly used modern office equipment. including multimedia computers. laptops. computer peripherals equipment. telephones. cell phones. fax machines. electrostatic copiers. high-speed digital integrated mimeograph. scanners. CD burners. digital cameras. cameras. video recorders. laser disc player. slide projector. overhead projector. data projector. video display device . GUIDEC. Wenqixing. digital voice recorder. shredder and other equipment use and maintenance methods. and computer networking knowledge. Book away from the cumbersome theoretical explanation. to apply the main highlight. highlight a variety of office automation equipment purchase. installation. use. maintenance of basic knowledge and basic operation. In the preparation process. and strive to use the latest information. try to be concise. easy to understand. step clear and easy to operate while studying for beginners or self-learners to use. This book can be used as the secondary vocational schools. computer technology. professional training materials. training courses are also available for modern office equipment and office personnel. Contents: Chapter 1 Overview 1.1 information age and the modern office modern office features 1.1.1 1.1.2 main...



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