



## Chinese version of Office Excel 2007 high-alike

By LONG FEI

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 216 Publisher: Shanghai Popular Science Press Pub. Date :2008-04. Book is a clever study of learning and using computers. one series. fully explain the use of the knowledge of Chinese version of Excel2007 office. The book is divided into 10 chapters. the first Chinese version of Excel2007 introduce an introduction. and then step by step how to create and edit a workbook. worksheet modification. use formulas and functions. editing objects. data management. charting. editing. pivot chart. set the workbook Printing and sharing content. Book graphic-based. plain text. supplemented. supplemented by simple. professional small part. one after another to lead the reader to master new knowledge and new skills. This book is suitable for Excel beginners. for those spreadsheets. office staff learning to use. but also various types of computer training schools as training institutions and social materials. Contents: Chapter 1 Introduction to 1.1excel2007 main function 1.2excel2007 excel2007 installation 1.3excel2007 start and exit 1.4excel2007 working interface after-school exercise in Chapter 2 to create and edit workbooks created workbook 2.1 2.2 2.3 open workbook PaulFour Satisfaction guaranteed, or money back.



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