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Word Excel 2007 to fully grasp - (with a DVD)

By ZHANG HUI

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 364 Publisher: Tsinghua University Press Pub. Date :2009-1-1. This book is the progressive one of the series. the practical application of basic skills and practical operation case teaching methods. the demand from the computer novice departure. in plain language. carefully selected practical skills. detailed and vivid action case. a comprehensive introduction to the basic use of Word and Excel methods and practical application of skills. including Word 2007 documents and Excel 2007 spreadsheet processing two parts. This book uses two-color printing. use a simple two-column layout and generous way. In the teaching of basic operational knowledge at the same time. each section describes some common problems and techniques. each chapter has a comprehensive application examples are part supplement and expand their knowledge. to help readers apply their knowledge purposes. At the same time. the book with tips. little knowledge other columns. so that the reader is more convenient. easier to learn them. This book is for beginning computer. intermediate users. the relevant basis for non-entry operations want to quickly master computer readers. but also for the majority...



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