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Basic computer training textbook series: Office2010 foundation and combat(Chinese Edition)

By ZHENG SHAO JING

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2012-07-01 Pages: 326 Publisher: Tsinghua University Press. the book edge KC10.29 Basic information title: basic computer training textbook series: Office 2010 the basis of the actual original price: 35.00 yuan: transnated Beijing publishing community: Tsinghua University Press Publication Date: July 1. 2012 ISBN: 9787302287186 Words: Page: 326 Edition: 1st Edition Binding: Paperback: Weight: 640 g Editors' Choice SUMMARY transnated Beijing with Office2010 basis with combat Deep and step-by-step introduction of office automation software packages - Microsoft launched Office 2010 Chinese version. The book is divided into 14 chapters, detailing Word 2010 basic operation, formatted text, Word 2010 table with object processing, primary layout of the document, document layout, Excel 2010 basic operation, formatted worksheet data calculation, management and analysis data, PowerPoint 2010 underlying operating, rich slide content, PowerPoint slide design, presentation, projection, printing and packaging. The last book also combine multiple integrated examples about the Office 2010 business applications in the importance and practicality. Rich the Office2010 foundation combat content, structure is clear, concise language, illustrated, has a strong practicability and maneuverability, both as colleges, vocational schools....



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