



## Chinese version of Office applications Word 2007 Training Tutorials

By DAN ZHEN HUA ZHU

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 185 Publisher: Aviation Industry Press Pub. Date :2010-03. The book is nine chapters. covering the basics of Word 2007 and the basic operations. text entry and editing. formatting and printing output. advanced document formatting. insert images. insert the Arts words and graphics. insert a table in Word. the handling of long documents. Word mail merge functionality and advanced features. Contents: Chapter 1 Introduction 1.1 word 2007 word 2007 training an acquaintance started training 2 word2007 familiar user interface training word2007 3 out word2007 1.2 create document - create a file called celebrate the National Day. the document 4 new training 5 Close and save the document and open document training using word 2007 1.3 1.4 skills and help improve the function 1 has been applied to safety Four Satisfaction guaranteed, or money back.



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