



novice learning a look Office2007 office will triple (comes CD)

By WEN JIE SHU YUAN

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 270 Publisher: China Railway Publishing House Pub. Date :2009-11. This book is a look at it. a series volumes. a basic knowledge + practice teaching model. in plain language. carefully selected practical skills. detailed and vivid action case. a comprehensive overview of Office 2007. Word. Excel. PowerPoint knowledge of . The main contents include Office 2007 quickly grasp the basic operation. the initial master Word 2007. quickly learn to enter and edit articles. perfect Word document. Word document beautification quickly mastered the production spreadsheet using Word 2007. Excel2007 immediately learn the basic operation. complete the worksheet. the application pictures and shapes. feel free to use formula functions and charts. managing table data. easy to master PowerPoint. 2007 basic operation. editing and Americanize slides. animation and showing slides and other aspects of the knowledge. skills and application cases. Book from simple Word. Excel and PowerPoint operations start. easy to difficult. step by step. and operable to facilitate teaching. not only without foundation but also ready for rapid readers grasp Office skills. but also for the majority has some...



READ ONLINE
[6.94 MB]

Reviews

A must buy book if you need to adding benefit. Of course, it is actually perform, still an interesting and amazing literature. I am delighted to explain how this is basically the best book i actually have read through during my individual life and may be he best book for at any time.

-- **Jarod Bartoletti**

It is an remarkable pdf that I actually have actually read. It really is packed with knowledge and wisdom I am very happy to tell you that this is the finest ebook i actually have go through during my very own life and may be he very best book for actually.

-- **Hailey Jast Jr.**