



## Computer-based office applications and examples tutorial version 2 Professional Edition

By PENG ZONG QIN ZHU

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 352 Publisher: Electronic Industry Press. Pub. Date: 2010-1-1. Office 2007 software companies are micro-office document processing software produced. it's functional. stable. easy to use. in almost all industries has its shadow. the book explains step by step office 2007 office applications operating in the knowledge. skills and application information. covering a wide range. so the reader can learn and use. The book is divided into three parts. namely. to enhance the language capacity of articles with the word. to use excel to enhance data management capabilities articles. with powerpoint presentations to enhance the capacity of articles. Chapter is divided into l4. including production of standard documents with the word. with graphical display of complex content. with a description of the logical form of information. document format. standardized operation. production and other documents will be knowledge. and use excel to complete the basic data management. display data graphically . using the formula for statistical results. the analysis of information obtained by means of decision support. data management. the other will be knowledge. create professional presentations. unified and standardized...



READ ONLINE
[ 4.24 MB ]

## Reviews

An exceptional ebook along with the font applied was interesting to read through. it was actually writtern really completely and beneficial. Once you begin to read the book, it is extremely difficult to leave it before concluding.

-- Mr. Hector Cole Jr.

This written pdf is wonderful. It can be writter in easy phrases and not difficult to understand. Your lifestyle span will likely be enhance once you full looking over this ebook.

-- Juanita Reynolds