

Introduction and Advanced Computer office (including disk)



Filesize: 5.91 MB

Reviews

This ebook is worth acquiring. Better then never, though i am quite late in start reading this one. You will not truly feel monotony at at any time of your own time (that's what catalogues are for about if you ask me).

(Lorenz Vandervort)

INTRODUCTION AND ADVANCED COMPUTER OFFICE (INCLUDING DISK)

[DOWNLOAD](#)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 260 Publisher: Tsinghua University Press Pub. Date :2010-1-1. This book is the Getting Started with Advanced series of books. one book in plain language. vivid examples of detailed and comprehensive description of the knowledge of various computer office. This book is divided into 13 chapters. covers the basic knowledge of computer office. windows xp and office document management. word 2003 office basics. word 2003 office advanced applications. excel 2003 office basics. excel 2003 advanced office applications. powerpoint 2003 office-based knowledge. powerpoint 2003 office advanced applications. the use of common office software. the use of common office equipment. office networks. computer security and data maintenance office. integrated instance and so on. This book uses the environment of teaching. illustrated the way. so that readers can easily get started. Closely-book two-column. two-color printing. knowledge. capacity equivalent to more than 500 pages of similar books; while accompanied by a well-made multimedia interactive teaching CD-ROM. so that the reader apply their knowledge. to achieve the best learning results. In addition. large-capacity 4.5g dvd disc complimentary massive learning resource library. including four sets of content associated with the book. multimedia presentation video. Book for computer beginners. the majority of computer beginner. intermediate. home computer users and reference book of choice for elderly enthusiasts. Contents: Chapter 1. basic knowledge of computer office 1.1 start and exit windows xp 1.2 windows xp mouse and keyboard interface components use 1.3 1.4 1.5 Chinese input method window using the basic operation of 1.6 windows xp 1.7 Advanced customization of the master answer exercise 1.8 Chapter 2 windows xp and office document management files and folders 2.1 Basic operations 2.2 manage user accounts using the Recycle Bin...



[Read Introduction and Advanced Computer office \(including disk\) Online](#)
[Download PDF Introduction and Advanced Computer office \(including disk\)](#)

You May Also Like



JA] early childhood parenting :1-4 Genuine Special(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2006-01-01 Pages: 179 Publisher: the China Pictorial Our book is all...

[Read eBook »](#)



Genuine entrepreneurship education (secondary vocational schools teaching book) 9787040247916(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2008-08-01 Pages: 175 Publisher: Higher Education Basic information title: entrepreneurship education...

[Read eBook »](#)



Art appreciation (travel services and hotel management professional services and management expertise secondary vocational education teaching materials supporting national planning book)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 146 Publisher: Higher Education Pub. Date :2009-07-01 version 2. This book is...

[Read eBook »](#)



Tax Practice (2nd edition five-year higher vocational education and the accounting profession teaching the book)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 282 Publisher: Higher Education Pub. Date :2009-01-01 version 2. This book is...

[Read eBook »](#)



TJ new concept of the Preschool Quality Education Engineering: new happy learning young children (3-5 years old) daily learning book Intermediate (2) (Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the...

[Read eBook »](#)