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Reviews

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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 253 Publisher: Electronic Industry Pub. Date :2011-6-1. The book to our human resources and Social Security issued by the Ministry of Examination Center of the latest edition of national professional and technical personnel computer skills exam syllabus as the basis. in The characteristics of many years of research and problem-solving test propositions on the basis of the law written in. The book has eight chapters. Chapter 1 - Section 8 test subjects according to excel2003 outline requirements. grouped together in eight aspects. including excel2003 basic knowledge. input edit data. the application of formulas and functions. format and print the page. workbook management. graphics operations. data management. statistical analysis and other aspects. In the previous chapters to explain the contents of the chapter test sites were analyzed. each chapter are in strict accordance with syllabus requirements. the test sites one by one to explain. The test sites according to test center level test sites analysis operation Zhenti resolution structure to explain. each chapter concludes with Operation List to facilitate the candidates to quickly find the test center operation; while providing clearance Zhenti questions for the candidates on the machine self-test exercises or simulations. Supporting the book not only provides simulation test disc test simulation environment on the machine and 11 sets of questions (a total of 436 questions). it also provides practical tutorials. special training. the whole truth test. five days learning. will correct the wrong questions. individual centers module. pro forma for the candidates in various stages of use. Contents: Chapter 1 basic 1.1 excel excel application start and exit out of excel 2003 1.1.2 1.1.1 starting excel 2003 1.2 excel title bar user interface 1.2.1 1.2.2...

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