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## OFFICE 2007 CORPORATE OFFICE FULL TUTORIAL - (CHINESE EDITION) (CD-ROM 1)



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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: 366 Publisher: Shanghai Popular Science Press Pub. Date :2008-04. This book is a special case of Office 2007 with office applications. The book is divided into 15 chapters, including: awareness of Office 2007. contract production. office supplies. business documents. newspapers. publishing. personnel evaluation. salary information. teaching management. real estate analysis. conference reports. advertising. teaching albums. supermarket check. file management. attendance management. Written by long-term in computer office applications and teaching professionals working in co-writing. Case wonderful practical book to explain the brilliant. the effect beautiful. excellent value for money. mainly for Office beginning. intermediate. suitable for all kinds of secretarial. accountants reading can also be the case as various types of computer training resource materials. Contents: Chapter 1 understand understanding of the four components of office 2007 1.1 1.1.1 word 2007 1.1.2 excel 2007 1.1.3 powerpoint 2007 1.1.4 access 2007 1.2 wbrd 2007 1.2.1 1.2.2 recognize the work of editing the document 1.2. 3 text formatting tables and charts 1.2.5 graphics 1.2.4 Application 1.3 excel 2007 1.3.1-raising efforts worksheet formatting interface 1.3.2 1.3.3 Calculation and analysis of data 1.4 powerpoin 2007 1.4.1 recognize working interface 1.4 .2 1.4.3 landscaping edit slide slide 1.5 access 2007 1.5.1 recognize working interface to create and edit tables 1.5.3. 1.5.2 database management system produced 2.1 Chapter 2 the concept of first contract covers 2.1.2 Contracts 2.1.1 Contract Supplementary provision 2.1.3 2.2 2.1.4 signed contract for the sale - the contract rental contracts cover design 2.2.1 2.2.2 2.2.3 Input terms of the contract terms of the contract publishing 2Four Satisfaction guaranteed, or money back.



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