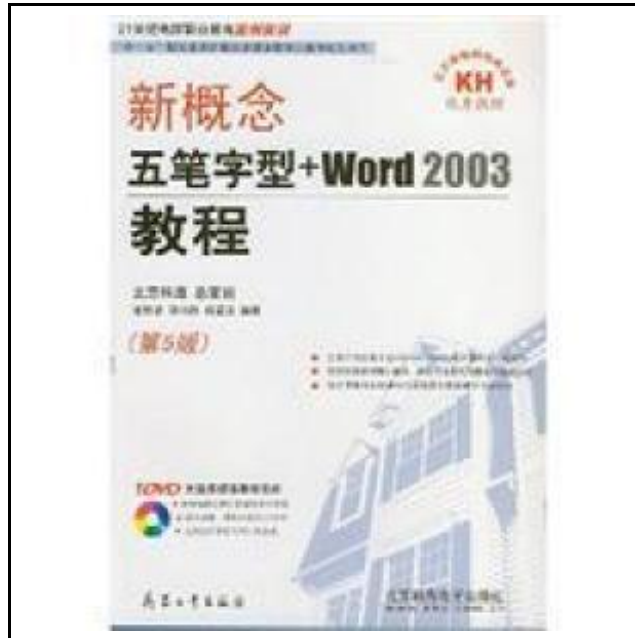


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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 201 Publisher: Ordnance Industry Press Pub. Date :2007-10. This book introduces the Wubi version 86 and Word 2003 word processing software. methods of operation and application skills. In addition. to help readers fully grasp the knowledge points. CD-ROM also provides expanded content. knowledge and examples to explain the perfect combination of presentations so that readers learn them more easily. The book is divided into two parts: the first part of type of knowledge. in turn describes the basic operation and fingering the keyboard. five-stroke principle and its encoding rules. the two versions of Wubi (or 86 versions and 98 versions). five pen-shaped application. Windows XP Wubi under advanced settings such knowledge; second part is learning to use Word 2003. each in turn setting up Word 2003 document. editing a document. character formatting. paragraph formatting. styles and templates . form processing. text boxes. and WordArt. pictures and graphics. page setup and print output. hyperlinks and other knowledge. Supporting multimedia CD-ROM book is divided into two parts: the first part consists of up to 246 minutes of multimedia video instruction. the second part consists of a large number of vivid and intuitive typing exercises and test questions. typing game. to help readers quickly grasp the five-stroke words type. increased interest in learning. In addition. the INPUT directory provides a universal and intelligent Wubi Wubi input method. More Contents: Chapter 1 Introduction 1.1 keyboard typing keyboard 1.1.2 1.1.1 1.1.3 Overview of the keyboard keys 1.2 the basic operation of positioning the fingers fingering exercises 1.2.1 1.2.3 1.2.2 fingering exercises keystrokes points 1.3 points classroom exercises to practice key bit 1.3.1 Exercises 1.4 1.3.2 1.4.1 fill in the blank exercises short...



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