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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: 232 Publisher: Shanghai Scientific and popular publication Society Pub. Date :2008-04. The book is divided into 10 chapters. beginning with an introduction to the Word. and then gradually explained the basic operation of the Word document and edit a variety of techniques. The main contents include: Word entry. operating documents. edit documents. format text. format paragraphs. use the form. the application of graphics. documents. view and edit long documents. macros. and domain. page setup and print. Book graphic-based. supplemented by text. supplemented by simple. professional small part. one after another to lead the reader to master new knowledge and new skills. Book for Word beginners. but also for computer typesetting. self-use office staff. but also as various types of computer training schools and training institutions in the community of training materials. Contents: Chapter 1 Introduction 1.1 word 2007 word 1.2 software required to run the installation configuration 1.3 word 2007 work interface 1.3.1 office button 1.3.2 toolbar title bar 1.3.3 1.3.4 1.3.5 Edit menu bar and panel area. ruler and status bar. scroll bar and viewing area 1.3.6 1.4 word 2007 startup and shutdown startup word 2007 1.4.2 1.4.1 closed word 2007 after-school exercise in Chapter 2 Operating Documentation 2.1 Documentation 2.1.1 create a blank document to create 2.1.2 Creating a new document template 2.2 by opening the document open word documents 2.2.1 2.2.2 2.3 open documents in other formats manually save the document to save the document 2.3.1 2.3.2 2.3.3 automatically save the document to set a password for the document document 2.4 off after-school exercise in Chapter 3 edit documents in word in input 3.1 3.1.1 3.1.2 enter text into the characters and special symbols...



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