



side by side learning - - Office Office

By ZHOU HUI

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 11290 Publisher: Tsinghua University Press Pub. Date :2006-09. This book describes the Chinese version of Office 2003 suite of three: Word. Excel and PowerPoint. is a complete office automation application-oriented books. The book is divided into 15 chapters. by operating the example simple steps. the Word 2003 to show the reader some basic settings. common editing techniques. format and style settings. the use of tables. photo-text document processing; Excel work workbooks and worksheets of some of the basic settings. edit worksheets and tips. styling. graphic representation of data. function-based; PowerPoint's basic features and operation. methods of presentation and slide show to create. save. print. and publishing content. This book is rich in content. illustrations. layout aesthetics. through diagrams to explain the complete knowledge of Office software. Office productivity applications require users to learn to learn. that learning-use. real-yourself computer knowledge to achieve the effect. This book is divided into 15 chapters. Chapter 1 introduces some common settings for Word 2003; Chapters 2 and 3 describes the document editing and formatting and other operations; Chapters 4 and...



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