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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: 376 Publisher: Tsinghua University. Pub. Date: 2009-01-01 version 1. This book is the progressive one of the series. the practical application of basic skills and practical operation case teaching methods. from computer beginners needs. in plain language. carefully selected practical skills. detailed and vivid action case. a comprehensive introduction to the basics of using Excel 2007 with the practical application of skills. including understanding and management of the workbook, create and edit tables Data calculation and management, print forms and practical applications, and several other parts. This book uses two-color printing, use two-column layout simple and elegant way. In the teaching of basic operational knowledge at the same time, each section describes some common problems and techniques, each chapter has a comprehensive application examples are part supplement and expand their knowledge. to help readers apply their knowledge purposes. At the same time, the book with tips, little knowledge other columns, so that the reader is more convenient, easier to learn them. This book is for beginning computer, intermediate users, want fast without relevant basic operating skills to master Excel readers. but also for the majority of computer enthusiasts and businesses who use a self-study manuals. but also can serve as a beginning. intermediate computer courses training materials. Contents: Chapter 1. an initial understanding of Excel 20071.1 Excel 2007 Introduction 1.1.1 Excel 2007 features 1.1.2 Excel 2007 applications 1.2 Start and exit Excel 20071.2.1 start Excel 20071.2.2 exit Excel 20071.2.3 1.3 Common problems and techniques understanding of the work in Excel 2007 [Office] button interface 1.3.1 [1.3.2] quick access toolbar title bar 1.3.4 1.3.3 1.3.5 [Ribbon] button starter bar 1.3.7 1.3.6 Worksheet the editor status bar 1.3.9 1.3.8...

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