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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: 318 Publisher: China Railway Pub. Date :2011-01-01 version 1. Office software advanced applications and case selection by Chen Baoming and Xuan Junying editor. according to the practical application of advanced office software needs to Office 2003 for the operating platform. combined with the practical application of the case. in-depth analysis and detailed explanations office software application knowledge and advanced skills. The book is divided into two: the first a major high-level office with Office 2003 introduces the basic knowledge and application software skills. divided into advanced applications Word. Excel advanced applications. PowerPoint Advanced Application. Access database and VBA macro basis and foundation 5. The first two cases of advanced applications for the selection of office software. a total selection of 14 different applications in the case. each case are from the Problem Description. knowledge points. steps and practice improvement a few aspect of the narrative. reflect different aspects of Office 2003 in the daily office transaction processing in a wide range of applications. Office software advanced applications and case selection is innovative. and illustrations. visually vivid. focusing on the actual operation. will help students to learn Computer-based post to further improve and expand computer knowledge and application. Book and supporting materials with the PPT and electronic lesson plans and Zhejiang computer grade examination two simulation exam-related questions to facilitate classroom teachers organize the teaching. Office software advanced applications and case selection for institutions of higher learning as office software advanced applications course materials can also be applied as a senior level office software test counseling books. or as office software enterprises advanced application technology training materials. Contents: Section 1 office applications software Advanced Word Advanced Applications Chapter...

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