



## Novice learn Word graphic layout (with CD-ROM Edition 2010) self-taught computer science series

By -

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 242 Publisher: Shanghai Popular Science Pub. Date :2011-08-01 version 1. Poisson editor of the novice learn graphic layout Word as self-taught computer science series one. according to the beginner specific situation and actual needs. from scratch. the system comprehensive explanation of the Word graphic layout skills. Word learning novice graphic layout is divided into 11 chapters. including: Word 2010-based entry. Word 2010 document operation. input and edit text. format text. create and edit graphics. create and edit tables. create and edit charts . advanced applications and layout. set the page and print the document. business office and books and newspapers publishing real cases real cases. Word learning novice graphic layout. a clear structure. concise language. computer office application for the initial. intermediate users read. but also including computer entry staff. Word office staff. serving job seekers and retirees and so on. Contents: Chapter 1 Introduction to Word 2010-based review of documentation 1.1 Word 2010 Introduction 1.1.1 1.1.3 1.1.2 word processor to view the document layout produced tables and charts 1.1.5. 1.1.4 Applications and graphic symbols to experience 1.2...



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