



## Gifted workplace instance of Office 2007 Advanced Integration Office Manual Daquan-1CD

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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: 320 Publisher: Computer News Electronics Audio and Video Press Pub. Date: 2009-7-1. Contents: The first part of the basic operations with common office Office case with the first chapter the basic operation of common office Office Case 1.1 Office 2007 Introduction 1.2 Office Components 2007 installation requirements of the computer 1.2.1 1.2.2 1.2.3 upgrade or new installation currency uninstall O ce 2007 Chapter 2.1 Basic operation of Word 2007 Word's familiar working environment 2.1.1 Office Button Quick Access 2.1.2 2.1.4 2.1.3 toolbar title bar and the Ribbon tab document editing area 2.1.6 2.1.5 2.1.7 window status bar adjustment 2.2 to create. open and save open documents 2.2.2 2.2.1 2.2 create document .3 2.3 Word-based saving a Word document I edit the input text 2.3.1 2.3.2 2.3.3 to delete the content selection 2.3.4 Cut. Copy. Paste. Find and Replace 2.3.6 2.3.5 spelling and grammar check first Case 3.1 chapters Word commonly used office paper size advertising production 3.1.1 3.1.3 3.1.2 layout design background add text to set 3.1.4 3.1.5 3.2 exquisitely add a picture cover print 3.2.2 3.2.1...



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