



Advanced office software applications (computer technology series Eleventh Five-quality teaching colleges and universities planning materials) (Chinese Edition)

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: 155 Publisher: China Water Conservancy and Hydropower Pub. Date :2010-08-01 version 1. This textbook is divided into four modules. seventeen projects. mainly on the Windows XP operating system. Internet Exploret and OutlookExpress related operations. have Office 2003. Word 2003. Excel 2003 and PowerPoint2003 operation. The system of teaching in the content and practical application on the project. emphasizing practical operation training. focusing on students to use capacity-building. taking into account the level of computer knowledge points syllabus and teaching requirements. This material is comprehensive. example. can be used as non-computer specialist Undergraduate and professional computer-based materials. can be used as computer training tutorials and self-study materials. The teaching materials with the appropriate material. readers in China Water Power Press Web site (<http://www.waterpub.com.cnsoftdown>) to download. Contents: Introduction Module I Windows XP. and IE. OE operation of the project a set of operating system project two you how to manage your files and folders to optimize your project three browsers - IE browser to access the project four e-mail send and receive - Outlook Express operation module two electronic...

Reviews

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