



WordExcel Office Skills (with CD)

By SHEN LONG GONG ZUO SHI

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 418 Publisher: Posts Telecom Press Pub. Date :2010-04. the book to practical application as a starting point. from the practical work by a lot of wonderful example. comprehensive coverage of the reader in the daily office in the urgent need to master practical skills of word and excel. The book is divided into three 19 chapters. each chapter is a word. excel articles and comprehensive articles. in which three. respectively. introduced the basic operation of the document. the document s layout and printing. tables and graphics. styles and formatting. long documents and template operations. directories. comment and revision. mail merge and document security. macro and field. worksheet and workbook operations. data processing. the cell is set. graphics and icons. graphics applications. pivot tables. and perspective. the formula and function. data analysis. links. sharing and security. macros and vba and collaboration between the word and excel etc. This book comes with a dvd format professional-grade multimedia computer instruction CD-ROM Four Satisfaction guaranteed, or money back.



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