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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: 235 Publisher: Computer News electronic audio-visual Pub. Date :2008-07-01 first edition this book from the new Office 2007 user's needs. well-organized new content. and a unique presentation presented to the readers, to learn in a short time to achieve the best results; supplemented by CD-ROM. multimedia tutorial in the consolidation. allowing the reader to fully understand and quickly grasp the basics of Office 2007. Book is practical and feasible from the perspective of the illustrations in the form of easy to understand introduction to the basics of Office 2007. using the methods and skills. and beginners in the learning process often encountered issues expert guidance. so as not to start for beginners in the process of detours. The book includes: Office 2007 Overview. Word 2007's basic operations. Word 2007 layout applications. Excel 2007 basic operations. Excel 2007 advanced applications. PowerPoint 2007 base and increased use Outlook 2007 e-mail. create and use the Access database. Office 2007 interaction among members. Office 2007 Integrated Case and skills. Contents: Chapter 1 Overview of Office 2007 the concept of office automation 1.1 1.2 1.3 Introduction to commonly used office software installation acquaintance Office 20071.3.10ffice 2007 1.3.2 understanding of the various components of Office 2007 with Office 2007 1.4 1.5 Help function printed output 1.5. 1 Print a worksheet to print a presentation 1.6 1.5.2 Chapter 2 of the exercises the basic operation of 2.1 recognize Word 2007 Word 20072.1.1 start Word 20072.1.2 close understanding of Word 2007. Word 20072.2 work window 2.2.10ffice quick access buttons 2.2.2 toolbar title bar 2.2.4 2.2.3 2.2.5 document editing area functional area the status bar 2.2.7 2.2.6 2.3 Other components of the basic operation of the...



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