



Office Applications training course

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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: 295 Publisher: China Petrochemical Press Pub. Date: 2009-07. Office Applications Training Guide contains 20 classic work of six parts task, the basic study of people involved. working in the Office s needs. Office Applications Training Guide content to meet the learners daily office and transaction processing needs. but also covers the National High-tech test computer information (in advanced) knowledge of assessment points. evidence of basic competence Office module training examinations guidance. Structure is clear. concise language. practice-oriented operation. highlighting the application of skills. combined with a large number of graphic reading for learners save time. reduce the learning curve. Office Applications Training Guide as a vocational. college and adult college technician professional computer-based teaching with the books. but also as a selfreference in basic computer applications. computer information applies to both the national high-tech test computer operator (intermediate and advanced) training books. Contents: Typical file management tasks 1 task 1.1 1.2.1 task to complete the process of content and skills assessment task instructions point 1.3 1.3.1 1.3.2 Start Explorer 1.3.3 build folder 1.4 copy and rename...



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