



Replicability Word 2010 layout and application skills Story

By QI E GONG ZUO SHI YU SU FEN

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 249 Publisher: Tsinghua University. Pub. Date :2011-5-1. There are many ways to learn computer. even a lot of skills. Book is aimed at beginning and intermediate needs of readers. from scratch. the system comprehensive explanation word2010 layout and application procedure and application skills. The book is divided into 17 topics. two appendices. the main contents include: word 2010 new features. word 2010 document basic operating skills. word2010 text entry and editing skills. word 2010 form editing skills. word 2010 photo editing skills. word2010 data chart application skills. word 2010 graphic formatting tips. word 2010 paragraph formatting tips. word2010 page layout design skills. word 2010 style set and template techniques. word 2010 print setting skills. word2010 security and troubleshooting tips. word2010 and other components of cooperative office skills. book layout combat. combat organized papers. newspaper layout combat. combat layout office documents. word2010 shortcuts and other expertise. This book has the contents of the concise. practical tips. examples of rich. easy to understand. illustrated in an attempt to analyze the text. layout fine. two-color printing. supporting CD. complementary learning...



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