

## Novice to learn computer office applications

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## Reviews

Very beneficial to all type of folks. I could comprehended every thing using this created e pdf. I found out this book from my i and dad suggested this book to find out. (Ms. Madaline Nienow)

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## NOVICE TO LEARN COMPUTER OFFICE APPLICATIONS



paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 254 Publisher: Posts & Telecom Press Pub. Date :2009-2-1. This book is a quick guide for beginners to master the computer office applications. entry books. The book describes in detail for beginners to master the basics of computer office applications and operating methods. and beginners in the use of computer and office issues often encountered when an expert-level guidance. so as not to beginners at the start of the process detours. This book is divided into four. a total of 14 chapters. Section  $1 (1 \sim 4)$  introduces the basics of computer office applications. section 2 (5 - 9) Office productivity software introduces basic operations and applications. Part 3 (chapters 10 and 11) focuses on common office equipment and office software. section  $4 (12 \sim 14)$  describes how to conduct online business. Book with a scene. interactive multimedia CD-ROM. CD-ROM with the real operation of a new link with me on the machine. This part of the reader can examine the mastery of knowledge. and the reader to detect the operation is false. so that readers can make up targeted learning. Also presented a CD-ROM also contains a 400 computer office applications. FAQ. and 386 e-books can be directly used for the actual work of the Office templates. greatly expanded the scope of the book of knowledge. This book readers for the primary office computer. the computer is suitable for all walks of life need to learn to use office applications. as well as computer training materials or office short courses of study counseling books. Contents: Part 1 Chapter 1 of the computer-based office first contact - 1.1 knowledge of computer systems to start and exit...

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