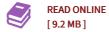


Introduction and Advanced Computer office (including disk)

By YANG TAO XIAO BING

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 260 Publisher: Tsinghua University Press Pub. Date :2010-1-1. This book is the Getting Started with Advanced series of books. one book in plain language. vivid examples of detailed and comprehensive description of the knowledge of various computer office. This book is divided into 13 chapters. covers the basic knowledge of computer office. windows xp and office document management. word 2003 office basics. word 2003 office advanced applications. excel 2003 office basics. excel 2003 advanced office applications. powerpoint 2003 office-based knowledge. powerpoint 2003 office advanced applications. the use of common office software. the use of common office equipment. office networks. computer security and data maintenance office. integrated instance and so on. This book uses the environment of teaching. illustrated the way. so that readers can easily get started. Closely-book two-column. two-color printing. knowledge. capacity equivalent to more than 500 pages of similar books; while accompanied by a well-made multimedia interactive teaching CD-ROM. so that the reader apply their knowledge. to achieve the best learning results. In addition. large-capacity 4.5g dvd disc complimentary massive learning resource library. including four...



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