

download 🕹

Actual Office 2010 applications and efficient office triple Collection - with 1CD price

By BEN SHE

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 443 Publisher: Science Press Pub. Date :2011-3-1. This book needs for office personnel document production. document layout. layout. document organization and management. statistics. spreadsheets. report design. chart display and report presentation. compiled the most practical. most close to the actual work of knowledge and skills. a comprehensive and systematic introduction to toffice three software components - word. excel and powerpoint technical characteristics and application methods. in-depth to reveal hidden efficient The principle behind the concept of office. and with a large number of typical application examples to help readers fully grasp the word. excel and powerpoint in the daily office application technology. Contents: first a word and efficient office based on articles 01 word210 efficient text editing features 1.1 word2010 shortcut function to format the text 1.2 by symbols and serial number add 1.3 volume documents quickly set up a variety of formats using the 1.4 style quickly find and replace text 1.5 1.6 Use proofreading documents quickly endorsed the document marking the document revision 1.7 pairs of 02 beautiful and strict co-existence - edit the document...



Reviews

Comprehensive information! Its this sort of excellent go through. It is packed with knowledge and wisdom You may like just how the author publish this book.

-- Mustafa McGlynn

Complete guideline! Its this kind of great read through. It is probably the most incredible pdf i actually have read through. Its been developed in an extremely straightforward way and it is simply soon after i finished reading this book through which actually modified me, affect the way i really believe. -- Beryl Labadie I