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Reviews

This book is great. I have go through and so i am confident that i will going to read through once again again in the future. I am just easily can get a satisfaction of looking at a written book.
(Miss Vernie Schimmel)

FULLY GRASP THE OFFICE 2010 SUPER HANDBOOK (OFFICE COLLECTION) (NEW MULTIMEDIA VERSION) (ATTACHED DVD DISC 1) (CHINESE EDITION)



Hardcover. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2013 Pages: 721 Language: Chinese Publisher: Machinery Industry Press fully grasp Office 2010 office super Manual (Complete Series) (new multimedia version) based on more than a decade of teaching by experienced Microsoft Office trainer The experience is well-written. comprehensive introduction to the basics of Office 2010 software must master the use and application of skills. and learners often use Office 2010 office applications to expert guidance. Fully grasp Office 2010 office super Manual (Complete Series) (the new multimedia Edition) of 26 chapters. describing the common functions of Word. Excel. PowerPoint. Outlook. OneNote. Publisher. Access seven components. Each chapter using the structure of the basic operation Office instance Expert tips arrangement. shallow to deep. to the practical application of basic knowledge and common problem solving skills. to help readers to reach apply their knowledge. improve work efficiency. purpose to enhance the competitiveness of the workplace. Office 2010 Super Handbook (Office Collection) (new multimedia version) applies to fully grasp need to use the primary users of the Office. as well as intermediate and advanced users looking to improve the ability of MS Office applications. also suitable for colleges students to read. but also can be used as training materials for all types of office staff. Contents: Preface Chapter 1 experience Office2010 new face 1.1 Office2010 Quick Navigation 1.1.1 Office2010 component interface describes new features in 1.1.2 Office2010 1.2 start and the set Office2010 1.2.1 start and to exit Office2010 1.2.2 understanding Office2010 1.2.3 custom personalized of office environments the 1.3 Office2010 three software knowledge system and production process 1.3.1 Word2010 knowledge systems and production processes covered 1.3.2 Excel2010 the knowledge systems production process covers the body of knowledge production process...



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