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CHINESE VERSION OF OFFICE2007 STANDARD TRAINING COURSE (WITH CD-ROM)



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paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 345 Publisher: Shanghai Popular Science Pub. Date :2008-03-01 first edition this book from the perspective of self-learning and training, comprehensive, detailed description of the Chinese version of Office 2007's powerful features and practical application. This book is divided into 13 chapters. Chapter 1 introduces the basics of Office 2007: Section 2-4 describes the formatting Word 2007 and senior editor; Chapter 5-7 Excel 2007 format, data management, data calculation and chart applications; Chapter 8-10 PowerPoint 2007 presentation and demonstration of the production: the use of Chapter 11-12 Access 2007 to create queries, forms and reports; Chapter 13 through the wonderful examples to explain the Office of the core software in the actual work application, so that readers versed in the practical exercise gradually, and then to become an expert in high office Office expert. Book is clearly structured, detailed and with a progressive approach, illustrated to explain the way, is all kinds of computer training centers, schools, and secondary vocational schools, secondary schools, vocational high schools and technical schools of choice materials, but also can be used as office staff self-reference. Contents: Chapter 1 Quick Start 1.1 Office 2007 Office 2007 Overview 1.1.1 Office 2007 1.2 New Features Overview 1.1.2 Office 2007 about Office 2007 1.2.1 Word 2007 1.2.2 Excel 2007 1.2.3 PowerPoint 2007 1.2.4 Access 2007 1.3 with Office 2007 pre-preparation 1.3.1 Office 2007 installation 1.3.2 Office 2007 start 1.3.3 Office 2007's 1.4 out of work to understand the interface 1.4.1 Office Office 2007 Quick Access Toolbar button 1.4.2 1.4.3 1.4.4 menu bar and title bar Help button panel 1.4.5 1.4.6 1.4.7 editor status bar and view bar exercises acquaintance Word 2007 2.1 Chapter 2 documents the basic operation to save the document 2.1.2 2.1.1 2.1.3 New Document Open Document 2.1.4 set off the...



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