



## a would-Office 2007 to see the office computer (CD) (full color)

By JIE CHUANG WEN HUA

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 281 Publisher: Science Press Pub. Date: 2010 - 05. microsoft office suite is Microsoft Office software. produced a general term. 2007 is currently the most widely used version. With the Office office usually refers to edit documents with word. excel dealing with spreadsheets. create presentations using powerpoint and so on. Master Office usage can not only improve office efficiency. improving the ability to work together to produce beautiful documents. but also to show professional business literacy. is a modern should have professional skills. Point in the analysis of knowledge. the book uses a lot of common problems in office as a case can be applied flexibly in response to the actual work; detailed presentation of the steps to ensure that the reader can grasp the operation technique. The book is 12 chapters. divided into five parts. Part 1 of Chapter 1. on the basis of office 2007 and the new features are introduced. Part 2 for the first 2 to 4. describes the woFour Satisfaction guaranteed, or money back.



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