7 learn office computer - (with 1 CD)



Filesize: 4.99 MB

Reviews

A very wonderful pdf with lucid and perfect answers. Of course, it is play, nevertheless an amazing and interesting literature. You can expect to like just how the article writer compose this book.

(Gunner Haag)

7 LEARN OFFICE COMPUTER - (WITH 1 CD)



paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 276 Publisher: Science Press Pub. Date: 2010-01. This book from the perspective of practical application to actual cases succinctly as the core office applications. to enhance the reader Shangjishijian application level as the goal. a comprehensive and detailed introduction to the use of office software and skills. The main contents include installation of Windows Vista operating system. Windows Vista s basic operations, the use of files and folders, the use of common tools, system performance optimization and setting. Word Introduction to the basic operation. Excel Introduction to the basic operation. PowerPoint Introduction to the basic operations. LAN and use of the Internet, computer maintenance and virus prevention, making swimming competition notice, real estate brochures, resume, travel expenses record form, the company s annual sales reports, presentations of new product launches, corporate image advertising presentations and so on. Book is informative, clear structure, rich cases, through the step guidance, illustrated operation to explain the way to do a combination of theory and practice, so that readers can fully grasp in a short time the operation of office computer skills. Meanwhile, the book comes with video instruction CD, can greatly enhance the reader s learning efficiency. Book for computer office early, intermediate readers a self-learning books, but also as a computer training related guidance materials. More Contents: Day 1 01 1.1 operating system installed windowsvista knowledge of computer office automation, office automation 1.1.1 Office Automation 1.1.2 The main features of 1.2 knowledge of computer hardware, office computer 1.2.2 1.2.1 1.2.3 printer copier 1.2 CD Burner 1.2.5 .4 fax MFP 1.2.6 1.2.7 1.3 knowledge of computer related equipment, office software Kingsoft 1.3.2 Introduction 1.3.1 microsoft office know...



Read 7 learn office computer - (with 1 CD) Online Download PDF 7 learn office computer - (with 1 CD)

See Also



The genuine book marketing case analysis of the the lam light. Yin Qihua Science Press 21.00(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2007-01-01 Pages: 244 Publisher: Science Press Welcome Our service and quality...

Read Document

»



Genuine] teachers in self-cultivation Books --- the pursue the education of Wutuobangbao into in J57(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2012-05-01 Pages: 212 Publisher: Jilin Publishing Title: teachers' self-cultivation Books ---....

Read Document

»



Edge] the collection stacks of children's literature: Chunhyang Qiuyun 1.2 --- Children's Literature 2004(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date: 2005 Pages: 815 Publisher: the Chinese teenager Shop Books all book....

Read Documen

»



TJ new concept of the Preschool Quality Education Engineering: new happy learning young children (3-5 years old) daily learning book Intermediate (2)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2005-09-01 Publisher: Chinese children before making Reading: All books are the...

Read Document

»



TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (2-4 years old) in small classes (3)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2005-09-01 Publisher: Chinese children before making Reading: All books are the...

Read Document

»



Fun math blog Grade Three Story(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date: 2011-10-01 Pages: 202 Language: Chinese Publisher: Harbin Publishing Product name:

Download ePub

»



Genuine] outstanding teachers work (teachers Expo Picks Books)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2012-06 Pages: 214 Publisher: Fujian Education Press Introduction Most of the

Download ePub

>>



The TW treatment of hepatitis B road of hope(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2012-10-28 Pages: 119 Publisher: People's Medical racket Reading: All books are

Download ePub

>>



Summer the 25th anniversary of the equation (Keigo Higashino shocking new work! Lies and true Impenetrable(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: Unknown in Publisher: Modern Publishing Basic information Original Price: 28.00 yuan

Download ePub

>>



Preschool education research methods(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2013-08-01 Language: Chinese Publisher:. Nanjing University Press only genuine new book

Download ePub

...