



Novice to learn computer office applications

By SHEN LONG GONG ZUO SHI

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 254 Publisher: Posts & Telecom Press Pub. Date :2009-2-1. This book is a quick guide for beginners to master the computer office applications. entry books. The book describes in detail for beginners to master the basics of computer office applications and operating methods. and beginners in the use of computer and office issues often encountered when an expert-level guidance. so as not to beginners at the start of the process detours. This book is divided into four. a total of 14 chapters. Section 1 (1 ~ 4) introduces the basics of computer office applications. section 2 (5 - 9) Office productivity software introduces basic operations and applications. Part 3 (chapters 10 and 11) focuses on common office equipment and office software. section 4 (12 ~ 14) describes how to conduct online business. Book with a scene. interactive multimedia CD-ROM. CD-ROM with the real operation of a new link with me on the machine. This part of the reader can examine the mastery of knowledge. and the reader to detect the operation is false. so that readers...

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