

Office software training tutorial(Chinese Edition)



Filesize: 4.69 MB

Reviews

Very good e-book and valuable one. It really is packed with knowledge and wisdom I am just very easily could possibly get a satisfaction of reading a created pdf.

(Walton Haag)

OFFICE SOFTWARE TRAINING TUTORIAL(CHINESE EDITION)



To read **Office software training tutorial(Chinese Edition)** eBook, make sure you refer to the button listed below and save the ebook or have access to additional information which are in conjunction with OFFICE SOFTWARE TRAINING TUTORIAL(CHINESE EDITION) ebook.

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 204 Publisher: Machinery Industry Press. Pub. Date :2008-07. This book uses the task of teaching and case teaching a combination of written in a way. in a concise. simple language and vivid real-life project and detailed description of the MicrosoftOffice2003 case series of office software in their daily work in the office automation applications. Book is divided into four. respectively. about the Word. Excel. PowerPoint and Access. Each case is divided into instruction and learning guide in two parts. In the study guide section and by the task. knowledge points. steps. and I ll try and summarize my composition. Book from the practical. easy to master of perspective. easy to understand. focused and concise operation. content-rich and practical. workable. Book is suitable for secondary vocational schools. related to Vocational and Technical College students use computer applications can be used as course materials or the operator of office automation software and practical technical manual. This book uses two-color printing. beautiful easy to read. and instruction with case material and electronic courseware can be downloaded for free on the website www.cmpcdu.com. or contact editor (010-88379194) upon request. Contents: Series Preface first order word processing (word2003) Case 1 first intimate contact - the establishment and preservation of case files replace the charm 2 - document input and edit a letter Case 3 - the primary document format Case 4 Xiaobian growth recorded (a) - specially formatted documents Xiaobian growth recorded 5 cases (b) - 6 cases of high-level format the document library catalog production - Bullets and numbering 7 a case seal - AutoShapes and WordArt case 8 to give the students a Christmas present - Graphic Cases 9 Tang...



[Read Office software training tutorial\(Chinese Edition\) Online](#)



[Download PDF Office software training tutorial\(Chinese Edition\)](#)

Related PDFs



[PDF] **Access2003 Chinese version of the basic tutorial (secondary vocational schools teaching computer series)**
Follow the hyperlink under to download "Access2003 Chinese version of the basic tutorial (secondary vocational schools teaching computer series)" document.

[Read PDF »](#)



[PDF] **Genuine entrepreneurship education (secondary vocational schools teaching book) 9787040247916(Chinese Edition)**
Follow the hyperlink under to download "Genuine entrepreneurship education (secondary vocational schools teaching book) 9787040247916(Chinese Edition)" document.

[Read PDF »](#)



[PDF] **Art appreciation (travel services and hotel management professional services and management expertise secondary vocational education teaching materials supporting national planning book)(Chinese Edition)**
Follow the hyperlink under to download "Art appreciation (travel services and hotel management professional services and management expertise secondary vocational education teaching materials supporting national planning book)(Chinese Edition)" document.

[Read PDF »](#)



[PDF] **How to Make a Free Website for Kids**
Follow the hyperlink under to download "How to Make a Free Website for Kids" document.

[Read PDF »](#)



[PDF] **Fart Book African Bean Fart Adventures in the Jungle: Short Stories with Moral**
Follow the hyperlink under to download "Fart Book African Bean Fart Adventures in the Jungle: Short Stories with Moral" document.

[Read PDF »](#)



[PDF] **Now and Then: From Coney Island to Here**
Follow the hyperlink under to download "Now and Then: From Coney Island to Here" document.

[Read PDF »](#)