



## Novice to learn computer office - fresh edition - full color printing - (with CD-ROM) (Chinese Edition)

By HUA CHENG KE JI BIAN ZHU

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 :2012-12-01 Pages: 220 Publisher: Machinery Industry Press title: novice to learn computer office - the fresh version - full color printing - (with CD-ROM) List Price: 39 yuan: Huacheng ed Publisher: China Machine Press Publication Date :2012-12-1 ISBN: 9787111399612 words: Page: 220 Edition: 1 Binding: Paperback: 32 product size and weight: Editor's Choice Summary Huacheng Technology computer office (with CD-ROM fresh version of the full-color print) from the point of view of the computer beginners guide office common instance. progressive approach to explain the basic operation of the computer. how to use office software. hardware and computer networks daily office. Mainly including the the windows7 desktop operating system and window operations. management computer files and folders. the choice and use of input method. computer routine maintenance work. the use of data and tables in word the 2010 choreography Business document. excel 2010 deal with the day-to-day office use powerpoint2010 production office presentations. office use common hardware. network remote office. msn remote communication tool for business communication. business mail sent through gmail mailbox. as well as online office...

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