



Office 2007 triple master grow guide

By LIU RUI ZHI // XIAO XIA // ZHAO XIAO HUA

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 393 Publisher: China Railway Publishing House Pub. Date :2009-06. Office2007 triple a master development manual details the components of Office Word 2007. Excel 2007 and PowerPoint 2007 three software applications and the use of methods. including understanding the major components Office 2007. create and edit Word documents. Word documents photo-text. edit a long document. document. advanced settings. create and edit Excel spreadsheets. landscaping Excel spreadsheet to calculate and manage tabular data. tabular data analysis. workbook management. production of PowerPoint slides. edit PowerPoint slides. set Slide Master and animation. slide show and output. page setup and printing. Office use of the three components together. Word of integrated applications. Excel integrated application. PowerPoint integrated application. the three components of the integrated application of such knowledge. Office2007 triple master grow guide content-rich. practical. example-rich. illustrated by the Getting Started started. focusing on three major components of Office during the application in the office. so that users can grasp a more comprehensive knowledge of computer office. become experts. Each chapter to explain the main project examples to explain ++ knowledge...



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