Computer office automation c12(Chinese Edition)



Filesize: 9.26 MB

Reviews

Undoubtedly, this is the finest job by any article writer. it had been writtern very perfectly and beneficial. Its been printed in an exceedingly simple way in fact it is only following i finished reading this ebook by which basically modified me, modify the way in my opinion.

(Lane Dicki)

COMPUTER OFFICE AUTOMATION C12(CHINESE EDITION)



paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pub Date :2003-10-01 Publisher: Aviation Industry Press title: computer office automation Original: 25.00 yuan Author: Publisher: Aviation Industry Press Publication Date: 2003-10-1ISBN: 9.787.801.832.306 words: Page: Edition times: Binding: Folio: product identification: Editor's Choice SUMMARY The book was written by a the Beijing eight-dimensional computer school computer experts and teachers computer office automation learning materials. Actual syllabus is based on a comprehensive and systematic introduction to the Windows XP operating system is currently the most popular. the most practical, the word processing software Word 2002 spreadsheet authoring software Excel 2002. use PowerPoint 2002 and a variety of slide authoring software operating skills. The book is rich in content, comprehensive, innovative, easy to understand language. elaborated by the many instances detailed the various functions of the office software tips. Learning materials can be used as office computer training courses. and as a practical reference manual for computer office automation personnel. Directory first office computer development and application of computer basics 1.1 1.2 Computer Basics Chapter 1 system components computer computer hardware structure 1.4 1.3 1.5 DOS operating systems to use common sense Chapter 2 Chinese version of Windows XP Basic Application 2.1 Chinese version of Windows XP Operating Environment 2.2 Chinese version of Windows XP system set 2.4 2.3 Management system resources management files and folders 2.6 2.5 management user account management disk management hardware 2.7 second word processing Chapter 3 Chinese version of Word 2002 entry-start the Chinese version of Word 2002 3.2 Chinese 3.1 of the Word 2002 window 3.3 to create and edit documents using the Office Assistant 3.4 Chapter 4 of text editing and the 4.1 edit text formatting 4.2 format documents Chapter 5 graphic edit pictures...



Read Computer office automation c12(Chinese Edition) Online Download PDF Computer office automation c12(Chinese Edition)

You May Also Like



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 PDF »



Genuine entrepreneurship education (secondary vocational schools teaching book) 9787040247916(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 :2008-08-01 Pages: 175 Publisher: Higher Education Basic information title: entrepreneurship education...

Read PDF »



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 PDF »



JA] early childhood parenting: 1-4 Genuine Special (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 :2006-01-01 Pages: 179 Publisher: the China Pictorial Our book is all...

Read PDF »



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 PDF »