

24 hours Society Office2010 (Quick Start full-color book of learning. CD-ROM video to explain. one hundred(Chinese Edition)



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Reviews

It is simple in read easier to understand. I am quite late in start reading this one, but better then never. Its been designed in an exceptionally easy way in fact it is just following i finished reading through this publication where basically transformed me, alter the way i really believe.



(Ms. Christy Ondricka DDS)

24 HOURS SOCIETY OFFICE2010 (QUICK START FULL-COLOR BOOK OF LEARNING. CD-ROM VIDEO TO EXPLAIN. ONE HUNDRED(CHINESE EDITION))



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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 :2013-01-01 Pages: 226 Publisher: People's Posts and Telecommunications Press title: Society Office2010 (Quick Start full-color book of learning. disc video to explain the common choice of millions of readers) Original 24 hours: 29.80 yuan Author: Publisher: People's Post published Date :2013-1-1 ISBN: 9787115297761 Words: Page: 226 Edition: 1 Binding: Paperback: Big 32 Weight: Editor's scientific design. independent arrangements - The 24-hour curriculum planning. comprehensive coverage of Office 2010 knowledge and skills. Example top speed to get started - closely combined with the day-to-day office. learning. living needs. speaking practice combined. completion of. Video to explain. the teacher accompanied - Multimedia dimensional Teaching Word document editing Excel data analysis. a PowerPoint presentation design. handy. Exclusive skill. subtly summarize - the Ten Word document editing skills. 10 Excel data processing skills. Ten slide design skills. rapid growth. with less. Summary 24 hours Society Office 2010 to a variety of day-to-day office document editing and production for clues. detailed and comprehensive introduction to the knowledge of the Office 2010. The main contents include acquaintance of Office 2010 and edit Word documents. graphics and tables in the document. making Excel workbook. Excel data calculation. management and analysis of data. making PowerPoint presentations. design slide templates and master. screening and output presentation. 24 hours Society Office 2010 the last one also summarizes Ten tips to edit Word documents. Excel data processing Ten tips and PowerPoint presentation design making the top ten tips for readers. 24 hours Society Office 2010 multimedia CD-ROM that came with the video teaching software corresponding to the 24-hour study plan to help the reader to obtain a multiplier effect of learning in a three-dimensional learning environment. 24 hours...

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