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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. Pages Number: 262 Publisher: Tsinghua University Press Pub. Date: 2007-10 This book is a guide for beginners to learn to use computers to learn knowledge of office book. The main contents include: experience of Office 2007. Word 2007 office-based. Word document layout. add the object as a Word document. Word s advanced applications in the office. Excel 2007 office-based. beautify an Excel worksheet. data calculation. management and analysis. PowerPoint 2007 office-based. animated and show the establishment of Access2007 database. Access 2007 Application object. Office Secretary - Outlook 2007 and so on. In the final chapter through three integrated application examples throughout the book learned knowledge points. Book easy to understand layout and beautiful. and strong guidance to Office 2007 office software for beginners to learn the sequence of clues to explain step by step beginners need to know and are interested in computer knowledge. This book introduces the concept and function of the more vivid. Book with examples to explain. and is equipped with abundant small part. Finally. each chapter provides exercises to help readers to consolidate the knowledge and self-improvement. This book is for people and never touched a computer beginner just learning the computer can be used as office staff. workers. students more Contents: Chapter 1. office and computer experience office2007 1.1office2007 install office2007 1.2.1office2007 of 1.2 System requirements 1.2.2 first install office2007 1.2.3 repair install or uninstall office2007 1.3 1.4 start understanding office2007 office2007 component interface components work compared office2007 1.4.1 work with traditional office component interface 1.4.2Four Satisfaction guaranteed,or money back.



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