



Computer-based office applications and examples tutorial version 2 Professional Edition

By PENG ZONG QIN ZHU

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 352 Publisher: Electronic Industry Press. Pub. Date: 2010-1-1. Office 2007 software companies are micro-office document processing software produced. it's functional. stable. easy to use. in almost all industries has its shadow. the book explains step by step office 2007 office applications operating in the knowledge. skills and application information. covering a wide range. so the reader can learn and use. The book is divided into three parts. namely. to enhance the language capacity of articles with the word. to use excel to enhance data management capabilities articles. with powerpoint presentations to enhance the capacity of articles. Chapter is divided into l4. including production of standard documents with the word. with graphical display of complex content. with a description of the logical form of information. document format. standardized operation. production and other documents will be knowledge. and use excel to complete the basic data management. display data graphically . using the formula for statistical results. the analysis of information obtained by means of decision support. data management. the other will be knowledge. create professional presentations. unified and standardized...



READ ONLINE [9.41 MB]

Reviews

Extremely helpful to any or all category of individuals. It really is rally fascinating through studying time period. I am just quickly could possibly get a pleasure of reading a composed ebook.

-- Lawrence Keeling

This publication may be worthy of a read through, and a lot better than other. It is among the most incredible book we have read through. Your daily life period will be change when you total reading this article publication.

-- Garett Baumbach