



WordExcel 2010 Collection office real applications - including 1CD price

By CHEN YING

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Publisher: Science Press Pub. Date :2011-4-1. This book needs for office personnel document production. document layout. layout. document organization and management. statistics. spreadsheets. report design. charts and reports showing demonstration. compiling the most practical. most close to the actual work of knowledge and skills. a comprehensive and systematic introduction to the most commonly used office software in the two major components - word and excel technical characteristics and application methods. in-depth to reveal hidden behind high office principle concepts and applications with a large number of typical examples to help readers fully grasp the word and excel in the application of technology in daily business. Contents: Fundamentals first master word office word first step - making a simple office documents to make your document more beautiful - making the document illustrated vividly documents the data row to line up - with a word document form data processing specifications set - length of the document word processing and page setup second chapter office real application brochure production company making the tender offer About the book production department work schedule production...



READ ONLINE
[5.44 MB]

Reviews

An exceptional pdf and also the typeface applied was intriguing to read through. It is definitely simplified but excitement in the 50 % in the ebook. I discovered this ebook from my dad and i recommended this pdf to find out.

-- Jarod Ward

Complete information for publication enthusiasts. It is really basic but shocks inside the fifty percent of your book. I am just delighted to let you know that this is basically the finest book i have read through in my individual lifestyle and might be he best pdf for actually.

-- Elena Runolfsdottir Sr.