



Depth step by step: Office 2010 (including a CD of a complete study manual)(Chinese Edition)

By YAO QING HUA . DENG

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pub Date: 2013 Language: Chinese in Publisher: Electronic Industry Press Yao Qinghua editor of the depth step by step: Office 2010 fully study manual (including a CD 1) is one of the series of step-by-step in-depth by the foundation classroom to improve classroom. case classroom. experts classroom and achievements acceptance of five stages to allow readers to grasp in a short Word2010. of Excel2010 and a PowerPoint2010 the knowledge and skills application. The book is divided into 20 chapters. Chapter 1 ~ Chapter 12 introduces the basics of Office2010. Office2010 must master the basics of the Word2010 document text entry and editing. use the table in Word2010 Ordinance of the document data. graphics and pictures to beautify the document in Word2010 output documents quickly and accurately in Word2010 Excel2010 worksheet cell simple operation. simple Excel2010 worksheet data input and editing. Excel2010 worksheet data simple calculations finishing Excel2010 worksheet data relations image display. PowerPoint2010 the presentation content to add finishing. the illustrated PowerPoint2010 presentation easily do. PowerPoint2010 presentation screenings and sharing. Chapter 13 to Chapter 19 Office2010 some advanced applications....



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