



## Office application coup Quick Collection

By HONG BAO SHU WEI HUI

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 17354 Publisher: Shanghai Popular Science Press Pub. Date :2008-08. This book covers the Office uses nearly one thousand examples and techniques. by the children experienced Office Specialist position from carefully collected. Book for each instance of co-Hui. an objective analysis of the same time. given the appropriate solutions and specific steps to help readers solve everyday use Office encountered a variety called Ti. so that readers can grasp certain Office stomach with practical skills and technology optimization techniques. This book is divided into seven chapters around the Office suite of software applications to explain the techniques in detail. demonstrating the Office suite of software. Word. Excel. PowerPoint. Outlook. Access. FrontPage s most useful features and operating techniques. the Office of the kinds of tips and methods for using a detailed introduction. interspersed with the basic knowledge and tips. Book examples of rich. classic. innovative. informative. easy to understand. detailed and clear steps. together with the main points of tips. whether you are new to Office of the beginner. or have some experience of Office above. will benefit from...



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