



Computer Application Practical Guide (2nd edition in the 21st century a new concept-oriented vocational course work materials)

By -

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 303 Publisher: Beijing University of Posts and Pub. Date :2010-09-01 version 2. and this tutorial is a set of windows. office and Internet use as one of the basic case of computer applications tutorials. practical work is a process to practical oriented computer-based tutorial. Which is characterized by 18 specific cases of practical training. to help readers learn and master basic computer applications technology. Especially for office series software. Office. case studies. so that readers can quickly and effectively master the common office document editing methods and techniques. Case of content-rich. highly targeted. windows some of the major readers of the document creation and training management. and network resource sharing in the office environment method. Some focus on training for Office Word. Excel and PowerPoinl3 major basic office software applications. including the production resume. Word form design. creation Digest magazine. thesis layout. design documents. meetings and letters. academic forms design. statistical analysis of student achievement . merchandise sales data management. graphic design market survey. Office lectures. Jiuzhaigou Tourist Information. Smart Art diagrams and Office integrated applications designed...

Reviews

Extremely helpful for all class of folks. It is really simplified but excitement from the 50 percent of your ebook. You wont sense monotony at at any moment of your time (that's what catalogs are for about if you check with me).

-- Prof. Zachary Pollich V

Excellent e-book and useful one. It is writter in straightforward phrases rather than confusing. I am just very happy to explain how here is the finest publication i have got read through in my very own lifestyle and might be he greatest book for possibly.

-- Viva Schuster