



New concept of secretarial and office automation tutorials - 6th edition

By CHENG HAO

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 231 Publisher: Science Pub. Date :2011-8-1. New concept of secretarial and office automation tutorial (6th edition) to master the common office software applications to adapt to the trend of the network office. office systems to the initial solution maintenance issues. written for the target. The book uses project-based teaching model. selection of practical. good enough case and training. emphasizing the theory and practice. highlighting the school's cattle secretarial and office automation application skills. practical skills and professional ability. Book a total of nine projects. mainly containing windowsxp and office automation. word processing and office applications. and data processing power of the form. presentation production. clerical office frequently used documents. Internet-based applications. e-commerce. the use of common office equipment and maintenance. commonly used office tools. applications and so on. In addition to detailed knowledge of each chapter to explain the point. but also includes the REVIEW. task implementation. training and after-school case exercises and so on. This book is rich in content. language. concise. easy to understand. As long as proficient in the book. I believe that the small...



[READ ONLINE](#)
[3.06 MB]

Reviews

The book is straightforward in go through easier to recognize. it was actually writtern extremely perfectly and useful. I am very happy to explain how this is actually the greatest publication i have read through within my individual life and might be he finest ebook for actually.

-- Gladys Conroy

This book is definitely not effortless to start on reading through but extremely fun to learn. Better then never, though i am quite late in start reading this one. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- Aliya Franecki