



Word 2007 full manual + Office Example (1 CD)

By HENG SHENG JIE ZI XUN

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 390 Publisher: China Youth Publishing House Pub. Date: 2007 - 12 This book covers the various documents with Word processing. including document editing and character formatting settings. paragraphs and bullet format settings. styles and templates to use. insert symbols and formulas. photo-text documents effect. insert graphics in Word and charts. tables and so on. Book with a CD-ROM. There are five books in this series. namely ((Office2007 complete manual + office instance . Word2007 fully manual + office instance . ((Excel2007 complete manual + office instance. ((PowerPoint2007 instances completely manual + Office and Access2007 instances of complete manual + office + office ~ ((Excel2007 fully manual instance. the book highlight the workbook. worksheet. data editing. PivotTable. PivotChart. formulas. functions. charts. and related operations such as knowledge to help you excel Et regular office work. Contents: Chapter 1. the installation of acquaintance word 20071.1word 2007 case training - quickly delete most recently used files in the case of training-office 2007 blank pages off 1.2 start-up and exit ways word 20071.2.1 start word 2007 training cases - low version...



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