



Computer textbook series Ordinary Higher Education Eleventh Five-Year national planning materials: University of computer information technology experimental tutorial(Chinese Edition)

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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2012 08 Pages: 308 Language: Chinese in Publisher: Tsinghua University Press computer textbook series General Higher Education Eleventh Five-Year national planning materials: University Computer Information Technology Experiment Course ordinary higher education Eleventh Five-Year national planning materials one divided into two parts. the main content of study guide articles and experimental guidance articles. including the Windows operating system. word processing software Word and spreadsheet software Excel. presentation authoring software PowerPoint. web production Software FrontPage. Access database management system based on information browsing and information exchange. but also provide the Office integrated case-on Exercises exercises for readers. Contents: of advanced operating Chapter 2 of the basic operation of the characteristics of a study guide. Chapter 1. the Windows operating system 1.1 Windows XP 1.2 Windows XP 1.3 Windows XP word processing software Word 2.1 Word 2003 Overview 2.2 Word 2003 Basic Operation 2.3 Word 2003 layout 2.4 Word 2003 photo-text 2.5 Word 2003 form processing 2.6 Word 2003 Advanced Applications Chapter 3 spreadsheet software Excel 3.1

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