



Word 2010 Chinese version completely self-study manual - Chinese - with CD-ROM

By LONG MA GONG ZUO SHI

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 410 Publisher: Posts Telecom Press Pub. Date :2011-01. This book is divided into seven of 20 chapters. a comprehensive introduction to Word 2010 install. uninstall. basic operation. the view operation. print documents. marking documents. enter and edit text. check the documentation. layout. length of the document processing. use templates. create tables. use the chart. add graphics and word art. document automation and production tools such as e-book and order the application. the final chapter in [the workplace] focuses on the actual internal notice. making invitations. attendance management system. production companies. production company presentation. newspaper publishing company. book publishing. recruitment brochures and registration forms and other applications employment information case. In order to facilitate the reader self-study. this book highlights the concept of explanation. so readers can deeply understand the essence of the software. so that readers really do know these even know why. Complimentary DVD disc with the book 17 hours in the book is synchronized with the video teaching video. and provide examples of the material the book file and outcome document. Word also presented 150...



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