



## Office 2003 Chinese version of the training

By BI JIAN WEI ZHU

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 265 Publisher: Electronic Industry Press. Pub. Date :2007-08. This book is based on the Ministry of Education vocational schools with computers and software expertise shortage of skilled personnel to develop training and guidance program written. Book is a selection of Microsoft Office 2003 series of office software applications a large number of typical cases. the Word word-processing. Excel spreadsheet. PowerPoint presentation as the main content. and covers Outlook. Access and other application components. Each case the book is a practical application of the field. through the exercise of these cases. secondary vocational school students can easily and efficiently master the Office 2003 family of office software. in various industries to meet daily job requirements. This book can also be Office 2003 Practical Guide to the Chinese version of complementary use to enhance students skills. The teaching materials for secondary vocational school students in computer science. computer applications can be used as training materials and office automation software operator's skills training manual. More Contents: word articles reporting development of training a corporate promotional material designing training two single-letter...



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