



## The very the Easy: Excel administrative and secretarial efficient office (Value Edition) (with CD)(Chinese Edition)

By CHUANG RUI WEN HUA

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: 2012-08-01 Pages: 246 Publisher: Machinery Industry Press title: the very the Easy: Excel administrative and secretarial high office (Value Edition) (with CD-ROM) List Price: 32.90 yuan Author: Rui Chong cultural Publisher: China Machine Press Publication Date: August 1. 2012 ISBN: 9.787.111.390.367 words: Pages: 246 Edition: 1st Edition Binding: Paperback: Weight: 458 g Editor's Choice Excel and efficient administrative and secretarial office (Value Edition) is very suitable for the majority of office professionals using Excel. secretarial. administrative staff. also available for training sessions as Excel training materials. Summary Excel administrative and secretarial high office (Value Edition) is one of the Very Easy series produced for Excel spreadsheet applications necessary demand. combined with the reader's learning habits and ways of thinking choreography. finishing the knowledge structure strive to make the book knowledge system is a comprehensive. step detailed. intuitive presentation. ensure readers learn together easily. do fun. Excel administrative and secretarial high office (Value Edition) from Excel 2010 form creation. data entry. sorting. beautify the calculation of the data analysis. secretarial and administrative work in Excel specific operating...



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