



## 24 hours Society Office2010 (Quick Start full-color book of learning. CD-ROM video to explain. one hundred(Chinese Edition)

By BEN SHE

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 :2013-01-01 Pages: 226 Publisher: People's Posts and Telecommunications Press title: Society Office2010 (Quick Start full-color book of learning. disc video to explain the common choice of millions of readers) Original 24 hours: 29.80 yuan Author: Publisher: People's Post published Date :2013-1-1 ISBN: 9787115297761 Words: Page: 226 Edition: 1 Binding: Paperback: Big 32 Weight: Editor's scientific design. independent arrangements - The 24-hour curriculum planning. comprehensive coverage of Office 2010 knowledge and skills. Example top speed to get started - closely combined with the day-to-day office. learning. living needs. speaking practice combined. completion of. Video to explain. the teacher accompanied - Multimedia dimensional Teaching Word document editing Excel data analysis. a PowerPoint presentation design. handy. Exclusive skill. subtlety summarize - the Ten Word document editing skills. 10 Excel data processing skills. Ten slide design skills. rapid growth. with less. Summary 24 hours Society Office 2010 to a variety of day-to-day office document editing and production for clues. detailed and comprehensive introduction to the knowledge of the Office 2010. The main contents include acquaintance of Office 2010 and edit Word...

### Reviews

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