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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 Pages: 423 Language: Chinese in Publisher: China Railway Press efficient office workplace through: Excel 2010 formulas. functions and charts. focuses on the application of formulas and functions. and to use the charts to analyze the data. Excel data results more straightforward. The book review a workplace problem solving workplace integrated application structure through the basics all the content is divided into three parts. The basic knowledge Recalling selected use the basic operation of the calculation and analysis of data. including the basic application of the basic operation of Excel formulas and functions. and chart applications foundation to help users quickly master Excel formulas. functions and charts applications. Cited a large number of workplace problem solving various practical problems in the workplace. through workplace scenario. Solutions and solution writing structure to give readers a clear practical problems in the work should be how to solve. Workplace integrated application to workplace issues to solve part of the separate problem linked together by an instance. the reader quickly learned to be applied to the actual work of important guiding significance. Efficient office workplace through: Excel 2010 formulas. functions and charts are mainly localized in the hope to quickly grasp the knowledge of Excel formulas. functions and charts. and solve the office practical problems users at all levels. suitable for the office workers of different ages. secretarial. financial officers. civil servants. in particular. to solve the real problems of the staff just entering the workplace a great guide. Contents: Recalling the first chapter of the basics of Excel. the basic operation 1.1 workbook basic operation 1.1.1 New Workbook 1.1.2 the basic operation to save the open workbook workbook 1.1.3...



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