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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 a Date: October 2012 Pages: 238 Language: Chinese in Publisher: Northwestern University Press. Twelfth Five-Year Higher Vocational Computer planning materials: Chinese Office 2007 office operations Tutorial for second five high vocational tertiary computer planning materials. The book is divided into 12 chapters. the main contents include Chinese Office 2007 Overview. Word 2007 office foundation to beautify the Word document. rich Word documents. Excel 2007 Office foundation. landscaping Excel worksheet to calculate the data in the table. PowerPoint 2007 office foundation. setting animation and screenings. the Office secretary Outlook 2007. integrated application instances. as well as on local training. 1 to 10. with the Chapter Summary and training exercises to enable readers to learn more handy. do apply their knowledge. Textbook 12th Five-Year Higher Vocational Computer planning: Chinese Office 2007 office operations Tutorial as a basic computer course materials in higher vocational colleges and computer training courses. self-reference is also available for computer enthusiasts. Contents: Chapter 1 Chinese Office 2007 Overview 1.1 Office2007 1.2 Office 2007 new features of the new features of the various components of the new features in 1.2.1 Word 2007 1.2.2 Excel 2007 1.2.3 PowerPoint 2007 New office computer 1.2.4 Access 2007 new features of the function of the new features in 1.2.5 Outlook 2007 1.3 Office 2007 to install and uninstall 1.3.1 Office 2007 system requirements 1.3.2 installed first uninstall Office 2007 1.3.3 Office 2007 1.4 Office 2007 start and exit the startup 1.4.1 Office 2007 1.4.2 Office 2007 exit 1.5 Office 2007 Interface 1.6 application instance - the first time you start the Office 2007 components Chapter Summary Training exercises Chapter 2 Word 2007 office foundation . Chapter 3 beautify the rich in...

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