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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. Pages Number: 187 Publisher: People Posts and Telecommunications Publishing House Pub. Date :2009-03. This book is self-taught series is one of the requirements for the beginner. start from scratch. systematic and comprehensive explanation of the Office 2003 application skills and case integrated production methods. The book is divided into 17 chapters. the main contents include: Office 2003 general operating skills. Word 2003 basic editing skills. Word 2003 form processing skills. Word 2003 graphics processing skills. Word 2003 security and printing techniques. Word 2003 production of integrated case. Excel 2003 basic editing skills. Excel 2003 worksheet editing skills. Excel 2003 function application skills. Excel 2003 security and printing techniques. Excel 2003 Comprehensive Case production. PowerPoint 2003 Basic editing techniques. PowerPoint 2003 sound and animation skills. PowerPoint 2003 slide editing techniques . PowerPoint 2003 Comprehensive Case production. Office 2003 Collaborative Office Skills. Office 2003 and Office 2003 modern office skills such as knowledge of commonly used shortcut keys. Book is informative. easy to understand. example. the steps in detail. illustrated in an attempt to analyze the text. teaching scenes. interesting. beautiful layout. easy to read. two-color printing. focused. supporting CD-ROM. interactive learning. Book and with more Contents: Chapter 1 office2003 general operating skills content navigation key learning points of the Quick Start office2003 office2003 four methods quickly exit the New Document 5 ways to open a document of three ways to save the document the two methods of two method using office2003 macros Summary Chapter 2 of the consolidation exercise word2003 content navigation learn basic editing techniques skillfully selected text elements 5 ways to shift + f3 clever quick change case of letters changes the text format of the three clever...

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