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(Lavina Torp)

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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: 276 Publisher: Science Press Pub. Date: 2010-01. This book from the perspective of practical application to actual cases succinctly as the core office applications. to enhance the reader Shangjishijian application level as the goal. a comprehensive and detailed introduction to the use of office software and skills. The main contents include installation of Windows Vista operating system. Windows Vista s basic operations, the use of files and folders, the use of common tools, system performance optimization and setting. Word Introduction to the basic operation. Excel Introduction to the basic operation. PowerPoint Introduction to the basic operations. LAN and use of the Internet. computer maintenance and virus prevention. making swimming competition notice. real estate brochures. resume. travel expenses record form. the company s annual sales reports, presentations of new product launches, corporate image advertising presentations and so on. Book is informative. clear structure. rich cases. through the step guidance. illustrated operation to explain the way to do a combination of theory and practice, so that readers can fully grasp in a short time the operation of office computer skills. Meanwhile. the book comes with video instruction CD. can greatly enhance the reader's learning efficiency. Book for computer office early, intermediate readers a selflearning books. but also as a computer training related guidance materials. More Contents: Day 1 01 1.1 operating system installed windowsvista knowledge of computer office automation. office automation 1.1.1 Office Automation 1.1.2 The main features of 1.2 knowledge of computer hardware. office computer 1.2.2 1.2.1 1.2.3 printer copier 1.2 CD Burner 1.2.5 .4 fax MFP 1.2.6 1.2.7 1.3 knowledge of computer related equipment. office software Kingsoft 1.3.2 Introduction 1.3.1 microsoft office wps office know...

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