



Chinese version of Word office application

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paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 226 Publisher: Shanghai Popular Science Press Pub. Date: 2009-03. This book is the visual novice Easy series is one of the requirements for the beginner. start from scratch. the system comprehensive explanation of using Word for Office of the basic knowledge and application. The book has 13 chapters. through a combination of theory and practice. comprehensive and detailed. progressive approach to explain the Word 2003 Quick Start. the basic operation of the document. create and edit text. format text. create and edit tables. create and edit graphics. insert charts and directories. editing a long document. Word 2003 advanced features. network capabilities and integrated application. page setup and printing. and a new experience and understanding of the Word 2007 and so on. Specifically targeted at the beginning of this series. intermediate readers. The book content from scratch. beginners just follow the steps the book. pictures. instructions. or CD-ROM based multimedia video and audio to learn. you can easily learn to talking about knowledge. The series for computer entry staff. serving job seekers at all levels of retirees. but also...



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