



## Office2007 Chinese version of the Practical Guide (secondary vocational school computer series of textbooks)

---

By TANG QIAN // HAN LI FAN / TANG QIAN HAN LI FAN

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 188 Publisher: Posts Telecom Press Pub. Date :2009-04. Office2007 Chinese version of the Practical Guide details of the latest version of Office 2007-related knowledge. explained by a large number of training programs Word 2007. Excel 2007 and PowerPoint 2007 tips. The book includes the following: Word 2007 Part I - the document text input. formatting. text operation. paragraph layout. page setup. graphic layout. spreadsheet application. insert pictures. use WordArt editing. graphics and text mixed layout. etc. Excel 2007 part - the establishment of a workbook. the cell operating . data entry. formatting. data processing. graphics applications. PowerPoint 2007 parts - presentation of the basic operations. add text. use graphics. use tables and charts. insert multimedia elements. settings. hyperlinks and action buttons. landscaping demonstration presentation. animated effects. presentation settings. and screening. Office2007 Chinese version of the Practical Guide is innovative. easy to understand. pay attention to the actual operation. suitable for secondary vocational schools. computer and application of professional and other relevant professional students. but also as a various types of computer-based training. teaching the book More Contents:...



**READ ONLINE**  
[ 8.58 MB ]

### Reviews

*This ebook might be worthy of a read, and far better than other. it was writtern really flawlessly and useful. I found out this pdf from my i and dad recommended this ebook to learn.*

-- **Prof. Ruben D'Amore PhD**

*These sorts of pdf is the greatest pdf available. It really is writter in simple words and never difficult to understand. I am just very easily could get a delight of studying a written ebook.*

-- **Mr. Allen Cassin**