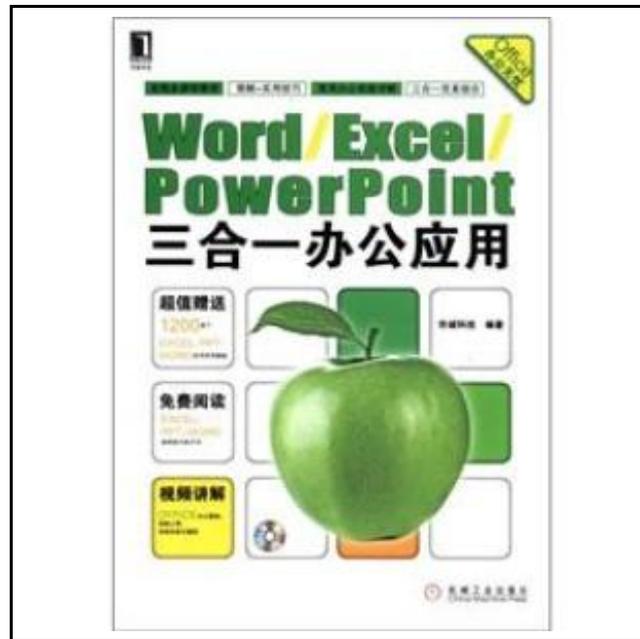


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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback Pages Number: 380 Language: Chinese. WordExcelPowerPoint triple office applications and stand on the position of an office staff turn about the office staff should have the basic ability and how to use the Office software office often encountered in practical problems . The book is divided into six. a total of 17 chapters. 1 is 0. the office staff should have the basic ability to solve and use Office software which office issues; 2 Chapter 1. Chapter 4. the Word the basics of learning thinking-oriented. step by step learn the basic knowledge of Word and learn how to use Word to solve real office; 3 Chapter 5. Chapter 9. data input. sorting. calculations. analysis-oriented. to introduce the basic knowledge of Excel and use Excel to solve actual business problems; 4 consists of Chapter 10 ~ Chapter 12 process to create presentation-oriented. basic knowledge of the creation of PowerPoint presentations. animation. design and screening of control and how to use PowerPoint to produce impressive demo presentation conducted explain auxiliary demo; 5 Chapter 13. Chapter 15. the integrated application of Word. Excel and PowerPoint knowledge. to establish a simple and practical office management system. to simplify the working procedures of the office staff. and improve its working efficiency. but also better able to ensure the accuracy of the data; 6. Chapter 16. combined with the current situation. introduced how to use instant messaging software and online editions Omce network to remote office. extension office staff office space. WordExcelPowerPoint triple office applications easy to understand. to explain in graphic form using Office to solve the writing of the document commonly used in the routine office work. data input. arrangement. selection. calculation...



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