



WordExcelPowerPoint 2010 triple from entry to the master (HD video version) (with a DVD-ROM disc 1)(Chinese Edition)

By JIU ZHOU SHU YUAN

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: December 2012 Pages: 439 Language: Chinese in Publisher: Tsinghua University Press Word. Excel. and PowerPoint are three components in Microsoft launched Office 2010 office software. they are used in all areas of office. Video Auditorium Tsinghua Society efficient office 10 video Lecture: WordExcelPowerPoint 2010 triple from entry to the proficient (HD video version) layman's language Word. Excel and PowerPoint. the three major components of the application. including the basic operation of the three components. the general method of using Word to edit documents. Word long document editing and typesetting skills. Excel spreadsheets and calculations. Excel data management and chart application. PowerPoint presentations production and projection. the beautification of the presentation and production animation effects. and finally introduced to the examples in the form of the various components in the office. as well as the use of each component skills. Book entry. improve the combat. proficient way. step by step to explain the Word. Excel and PowerPoint software use sophisticated. practical knowledge. Case diverse each chapter are arranged knowledge prompted. skills coaching and Troubleshooting plate. to meet the...

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