



computer operations and applications training - (version 2)

By 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. Publisher: Posts Telecom Press Pub. Date :2010-04. This book points five parts. the first section describes the Windows XP operating system. including the operating system environment settings working methods. how to manage your personal files. system settings approach; The second section describes Word 2003 word processing software. including Word 2003 basic operations. graphics. text boxes. tables. mail merge and use of photo-text technology; third section describes the Excel 2003 spreadsheet software. including entering data in Excel 2003 with a simple layout method. the data calculated using the methods and functions. charts and data management; The fourth section describes the PowerPoint 2003 presentation software. including the Chinese version of slides. pictures. sound. optional graphics. tables. charts. organization charts. use of animation; fifth section describes the network connection and simple applications. include the production of straight lines and cross-line approach. connect to the network and install and use shared printers. This book is the computer operation and applications (Windows XP + Office 2003) supporting training materials. but also as a secondary vocational school Computer Application course training materials. also available for...



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