



1+1 easy to learn Excel 2007: Value for fine edition

By JIANG GAO JU

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 10275 Publisher: Beijing Publishing House Kehai electronic Pub. Date: 2009-10. The book comprehensively describes the latest Microsoft Office software. spreadsheet - Excel2007 Chinese. The book is divided into 14 chapters. the first chapter of the Excel2007 11 new features and basic functions. the basic operation of the worksheet. use formulas and functions. management and formatting worksheets. manage files. use the set of tables and charts. using a simple database. PivotChart and PivotTable. etc. after the 3 chapter describes how to customize the Excel environment. ExcelVBA. create and edit shapes. WordArt. and smart graphics and other features to help you fully enjoy the facilities offered by Excel2007 quickly create unique efficient spreadsheet. CD-ROM with the book provides examples of the book all the documents and video teaching materials. Contents: chapter01 know excel20071-1excel2007 window introduced 1-1-1 start excel1-1-2 workbook. worksheet and cell window components 1-1-4 1-1-3 1-2 functional areas of the smart label using a -2-1 1-2-2 understanding of cognitive function in the dialog box area components 1-3 with 1-3-1 quick tool bar for quick access to tools to...



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