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paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 380 Publisher: China Railway Pub. Date :2010-10-1. Book is a comprehensive and detailed introduction to the basics of computer office. main contents include: windows xp basics. office files and folders operations. use of Chinese input method. word 2007 the basic operation and advanced operation. word 2007 in long document editing. excel 2007 basic operations and advanced operations. powerpoint 2007 basic operation and advanced operation. the network office. common office software applications. common the use of office equipment. computer security and maintenance of a total of 14 chapters. Book layout beautiful. user-friendly. content-rich. practical. from the perspective of a computer beginner. step by step arrangement knowledge of each point. and promotions a lot of learning skills. so that readers can grasp in a short time the most practical knowledge. quickly became the master of computer operations. Book for computer beginners. as well as relevant training for all types of schools. office staff to learn information and use. Contents: Chapter 1. the basics of windows xp 1.1 windows xp startup and exit 1.1.1 windows xp boot 1.1.2 windows xp exit 1.2 windows xp interface component 1.2.1 windows xp desktop 1.2.2 windows xp's Start menu 1.3 windows xp set up personalized settings for personalized desktop background 1.3.1 1.3.2 1.3.3 set the screen saver settings set personalized desktop mouse pointer icons 1.3.4 1.3.5 1.3.6 theme set display settings 1.4 set up user accounts task bar Four Satisfaction guaranteed, or money back.



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