



computer magic school - computer office (with plate) (Computer Magic School) (with CD-ROM a)

By KANG XUAN WEN HUA

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 282 Publisher: Yunnan People s Publishing House Pub. Date: 2008-07. This book by concise language and rich illustrations. office computer to help beginners to learn. The main content of this book include: the basic operation of office computer. Windows Vista s basic operations. Windows Vista s file management. Windows Vista s input method. Word 2007-based operation. Word 2007 advanced applications. Excel 2007 basic operations. Excel 2007 Advanced Applications . PowerPoint 2007 slide production. common office computer software. computer operation and Internet access basic office applications. This book is easy to understand. through the very large number of representative examples. with detailed steps to illustrated the way. let the reader in a lively process of learning to truly master a variety of office computer skills. This book is a complete multimedia CD-ROM self-study. teaching the use of virtual characters scenes. the whole human voice to explain. so that readers can more direct and vividFour Satisfaction guaranteed, or money back.



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