



## Genuine 21st century the Higher Vocational new concept planning materials: office automation technology and application (2nd edition)(Chinese Edition)

By ZHOU HE LAI

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2012 Pages: 299 Publisher: China Water Power Press Information title: of Higher Vocational new concept in the 21st century planning materials: office automation technology and applications (2nd edition) List Price: 35.00 yuan: Zhou He published community: China Water Power Press Publication Date: June 1. 2012 ISBN: 9787508497532 words: Page: 299 Edition: 2nd Edition Binding: Paperback: Weight: 458 g Editors' Choice SUMMARY Zhou He. Jingyuan Yuan editor office automation technology and applications (second edition of the 21st century the Higher Vocational new concepts planning materials) the introduction of office automation theory and practical operation. With some computer-based readers through the book. you can further improve office practice operational skills. gradually skilled use of computers to analyze and solve practical business problems. The book is 10 chapters. Including: Chapter 1 introduces the basic knowledge of office automation: 2 to 5 Office 2007 software. for example. introduced the office word processing. form processing. data processing and presentation production: Chapter 6 introduces the office in commonly used software tools Applications: 7 to 8 chapter describes the network environment. office applications....

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