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# Microsoft Office2003 business office is a good helper (with CD-ROM)

By SU HUA // HAO YAN FEN // FAN JUN DI // LI JIA // LI ZHEN HONG DENG

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 774 Publisher: People's Post Pub. Date :2008-04-01 version 1. Microsoft Office business software is becoming more widely used in commercial office environments. users of Microsoft Office software requirements are also increasing. Book is a selection of a senior office efficiency consultant provides 29 Microsoft Office business office courses. course content and case material from thousands of customers in combat training feedback sessions. covering the office staff frequently used Microsoft Word. Microsoft Excel. Microsoft PowerPoint. Microsoft Outlook and other Office components. and involves a Microsoft Visio. Microsoft InfoPath. Microsoft OneNote office tools such as scenarios. This book uses progressive approach. gradual approach. illustrated. reasonable structure. easy to operate. with a lot of skills and a wealth of examples to show readers the Microsoft Office business productivity applications essence. Contents: Part 1 Microsoft Word 2003 Office Business Applications Chapter 1 Microsoft Word documents and efficient production of Chapter 2 of the best practices of complex documents produced by the key skills lengthy Microsoft Word Chapter 3 Chapter 4 of the document layout skills perspective Microsoft Word 2003 Part 2...

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