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By LI XUE BING. FU ZI DE 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: 362 Publisher: Tsinghua University Press Pub. Date :2009-1-1. Introduction This book is the progressive one of the series. the practical application of basic skills and practical operation case teaching methods. from computer beginners needs. in plain language. carefully selected practical skills. detailed and vivid action case. a comprehensive introduction to the basics of using word 2007 with the practical application of skills. including word basic operation. the article layout. landscaping documents practical application of advanced applications and case. and several other parts. This book uses two-color printing. use two-column layout simple and elegant way. In the teaching of basic operational knowledge at the same time. each section describes some common problems and techniques. each chapter has a comprehensive application examples are part supplement and expand their knowledge. to help readers apply their knowledge purposes. At the same time. the book with tips. little knowledge other columns. so that the reader is more convenient. easier to learn them. This book is for beginning computer. intermediate users. the basis of want without relevant word quickly to master the operating...



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