



Computer typing and typesetting for Dummies - CD-ROM

By HU ZHEN JUN

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 236 Publisher: China Railway Pub. Date :2011-2-1. This book details the beginners must master the knowledge of computer typesetting and typing skills. and may encounter a variety of issues expert guidance. The book won the Chinese computer typing. use Wubi. word2007 basic operations. document formatting. photo-text. the application form. layout design. application design templates and style. word Advanced typography. layout long documents. use macros and domain and Equation Editor. the document set and printing beginners must master a variety of knowledge. This book is a quick guide for beginners to master computer skills. typing and typesetting the entry books. easy to learn. full rich. multimedia and video discs equipped with premium. easy readers to learn. This book is not suitable for beginners to use computer operating experience. but also as a computer trainees. non-computer professional serving staff. and want to quickly increase the level of computer typesetting typing Readers learn to use the book. Contents: Chapter I easily learn typing 1.1 keyboard and the partition function of the keyboard 1.1.1 1.1.2 1.2 correct typing posture correct fingering 1.2.1...



[READ ONLINE](#)
[3.22 MB]

Reviews

Comprehensive information for publication enthusiasts. It is rally exciting through reading through time. I am happy to tell you that here is the greatest book i have got read through in my personal existence and can be he best ebook for possibly.

-- Reese Morissette

Most of these ebook is the perfect publication accessible. It is writter in easy terms and not difficult to understand. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- Anastasia Kihn