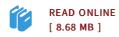# Wubi typing very simple office computer

By Z-Z KE PU LIAN MENG

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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 275 Publisher: China Youth Pub. Date :2011-7-1. Is very simple - Wubi typing computer office to now more commonly used input method. office software and web application is set to the main content. In the basic theoretical knowledge about the same time. pay attention to the explanation with concrete examples. the theoretical teaching and practical skills training together. to the readers how to quickly become a master of white-collar office (office computer operator). This book can be divided into three content to explain. first of Wubi typing; second office operating software for the PC. mainly microsoftoffice2010 in word. excel. powerpoint mainly to explain; third focuses on network basic knowledge of the external equipment and office use. Contents: Wubi master quick warm-up pre-school acquaintance knowledge of basic computer keyboard keys with Wubi Wubi root fingering exercises Memorize and master the skills Wubi input method of Chinese characters split Advanced Office office-based operating speed through word 2010 word 2010 graphics and image editing word 2010 form and mail functions excel 2010 excel 2010 formula based operations and functions of...

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