

Self-taught secretarial and office automation



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Reviews

Comprehensive information! Its this type of very good read. It is writer in basic words instead of hard to understand. You are going to like how the article writer compose this pdf.
(Mabel Corwin)

SELF-TAUGHT SECRETARIAL AND OFFICE AUTOMATION

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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: 183 Publisher: Posts & Telecom Press Pub. Date :2009-3-1. This book is a self-taught series is one of the requirements for the beginner. start from scratch. systematic and comprehensive way to explain the secretarial and office automation knowledge. The book is divided into 18 chapters. the main contents include: windows xp quick start. manage files and folders. computer fast typing. word 2003 Quick Start. editing. and beautifying the word 2003 document. word 2003 advanced applications. excel 2003 quick start. production and landscaping excel 2003 spreadsheet. excel 2003 advanced applications. powerpoint 2003 Quick Start. powerpoint 2003 advanced applications. create a database with access 2003. office 2003 coordination office. office use removable storage devices. easy to collect business information. quickly send and receive business e-mail. must office automation office automation software and hardware necessary. Book is informative. easy to understand. example. the steps in detail. illustrated in an attempt to analyze the text. teaching scenes. interesting. beautiful layout. easy to read. two-color printing. focused. supporting CD-ROM. interactive learning. Book and multimedia CD-ROM package is ideal for middle-class readers to choose from. but also as a professional and computer-related vocational short courses of training materials. Contents: Chapter 1 Quick Start content navigation windows xp key learning points 1.1 take you into the windows xp 1.2 Introduction 1.3 windows xp windows xp trilogy basic operation Summary Chapter 2 of the consolidation exercise files and folders. managing content navigation understand learning points 2.1 files and folders of files and folders 2.2 Basic operations 2.3 browse. search for files and folders 2.4 Recycle Bin Management Summary Chapter 3 of the consolidation exercise fast typing content navigation computer learning points 3.1 3.2 proper understanding...

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