



2007 Office productivity application tutorial [Paperback]

By BEN SHE.YI MING

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback Pages Number: 288 Language: Simplified Chinese Publisher: Aviation Industry Press; 1st edition (August 1. 2011). 2007 Office productivity applications tutorial main Description: The Office is the best office suite 2007 Office productivity applications tutorial project teaching methods. combined with the actual use of Office 2007. step-by-step introduction to Word 2007. Excel 2007 and Power Point 2007 these three Office components function. as well as company secretarial. human resources. marketing and corporate management. the practical application of the modern office. such as the production of recruitment posters. personalized resume. labor and employment contracts. annual work plans. company organization chart. company presentations. customer correspondence. tenders. employees file table. wages tables. catalogs and price lists. sales statistics table. the company stock table. staff training handouts. the PPT. Jingpin speech the PPT. the company propaganda documents the PPT. product promotion planning PPT. etc. the book is a total of 18 projects. each project homework are arranged a number of operating questions for readers to practice and consolidate the knowledge involved in this project. the case of the 2007 Office Office Tutorial. novel...



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