



National Computer Rank Test a tutorial: MS Office: 2008 edition

By QUAN GUO JI SUAN JI DENG JI KAO SHI YAN JIU ZHONG XIN /
QUAN GUO JI SUAN JI DENG JI KAO SHI YAN JIU ZHONG XIN

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 263 Publisher: Northwestern University Press. Pub. Date :2008-07. In order to expand the national computer grade examination services, the Ministry of Education Examination Center decided to adjust a test subject. In line with the candidates study and examination, the editors outline the National Computer Rank Examination (2007 edition) an assessment of MSOffice Prepared by the book. The book is divided into basic computer knowledge, the use of Chinese Windows2000 operating system, Chinese word processing software Word2000, Chinese spreadsheet software Excel2000, Chinese slideshow authoring software PowerPoint2000, computer networks and applications section. Book is based on the outline requirements of the important and difficult, with the corresponding examples and graphics, the operation of the computer skills to visually show the form before the reader, and with the appropriate graphic notes, learn to understand and easy to master. This book not only suitable for undergraduate, tertiary institutions and relevant school teaching books, but also as the general level of examination candidates to participate in learning counseling books. Contents: Chapter I Overview of basic computer knowledge. Computer Section A brief history...



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