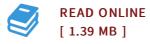




2009Word2007 completely selfstudy manual (with CD)

By KANG XUAN WEN HUA

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 294 Publisher: Computer News electronic audio-visual Pub. Date: 2009-01-01 version 1. This book fully explains the basic functions of Word 2007 and use of skills. The main contents include: Word 2007 Quick Start. Word documents. basic operations. editing Word 2007 documents. format text. set paragraph formatting to optimize the use of styles to format documents. the use of graphics objects. images and text box application. edit the data through the table by chart analysis of data. easily edit long documents. page layout and print the document. document review and protection. as well as Word 2007's advanced applications. This book is rich in content. clear structure. easy to understand. guidance. and has a strong practical. Word 2007 for primary and intermediate users to read. but also as a computer training colleges or teaching book. Contents: Chapter 1 Quick Start 1.1Word 2007 Word 2007 installation and configuration requirements uninstall 1.1.1Word 2007 1.1.2 installed Word 20071.1.3 uninstall Word 20071.2 acquaintance word 20071.2.1 start Word 20071.2.2Word 2007 1.2 user interface .3 exit Word 2007. Word 20071.3 settings to customize the working...



Reviews

Completely essential study publication. This is for anyone who statte that there was not a well worth reading through. I am very easily could get a satisfaction of reading through a written publication.

-- Hallie Stanton

Extensive information for book fanatics. Better then never, though i am quite late in start reading this one. I am just delighted to tell you that this is basically the best pdf i actually have go through within my personal daily life and might be he greatest pdf for actually.

-- Guillermo Marquardt