



## new computer classroom

By BEN SHU WEI HUI

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 342 Publisher: Electronic Industry Press. Pub. Date :2004-12. This book is the new Computer Classroom series. one introduces word processing. spreadsheet processing. presentation. database management and web authoring software. the book by easy to understand. witty humor. language. and a considerable practical value. Examples of topics throughout the book . introduced the use of software methods and techniques through book learning. you can quickly learn the software necessary to use these. Bentacongshu with multimedia CD-ROM. the reader is more convenient self-study. can be achieved without a teacher s purpose. greatly improving the efficiency of learning. Contents: Part 1. Chapter 1 officexp word processing basics 1.1officexp basic component increased 1.2 How to Install officexp 1.3officexp what new features 1.4 How to use the help function officexp 1.5 Summary Exercises Chapter 2 2.1 How to start the basic operation of word and exit word 2.2 how to create documents how to use the Input Method 2.3 2.4 2.5 input on how to save it. prints 2.6 how to open and close the document for editing the document 2.7 How to Exercise...



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