



New Excel 2003 (Chinese Version) (New Mastering Series) (CD 1)

By SHEN LONG GONG ZUO SHI

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 377 Publisher: Posts Telecom Press Pub. Date :2010-02. This book is a guide for beginners to learn how to use the Excel's entry books. The book describes in detail the use of Excel beginners must master the basic knowledge, methods and procedures used, and beginners in learning Excel will often encounter issues expert guidance, so as not to beginners in the initial the process of detours. The book is divided into 16 chapters, starting with the basics of Excel 2003, and then through the production of customer data tables, material procurement registration form, Company personnel request form, registration form requisitioned goods, real estate flyers, order processing flow chart, employee performance tables, sales data analysis table as examples, describes a variety of commonly used functions of Excel 2003, the final work plan schedule by printing this instance, describes how to print in Excel 2003 output. This book comes with a well-developed professional-grade multimedia CD-ROM, it uses full voice to explain, teaching scenes, detailed graphics and real scenario demonstrates control, etc. in close connection with the contents...



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