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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 270 Publisher: China Railway Publishing House Pub. Date: 2009 -11 this book is a look at it. a series of volumes. a basic knowledge + practical operation of the teaching model. in plain language. carefully selected practical skills. detailed and vivid case of operation comprehensive introduction to Excel 2007 form processing knowledge. The main contents include the basic operation of Excel. data entry and editing tables. landscaping sheet. easy to manage form data. accurate calculation of tabular data. application functions. PivotTable and PivotChart. knowledge. and Excel s advanced computing capabilities . use the controls and hyperlinks spreadsheets and print worksheets and other aspects of knowledge. skills and application cases. This book is for beginning and intermediate Excel users to start from a simple Excel operation. easy to difficult. step by step. and operable to facilitate teaching. No basis for not only has the knowledge to prepare the reader to grasp the Excel. the same also for the general reader with a certain Excel-based learning. but also can serve as a short course of teaching junior high school computer class. Contents: chapter 1 excel 2007 get started 1.1 acquaintance excel 2007 1.1.1 excel 2007 Introduction 1.1.2 excel 2007 features 1.2 excel 2007 start-up and exit out of excel 2007 1.2.2 1.2.1 starting excel 2007 1.2.3 excel 2007 work interface 1.3 set excel 2007 work environment 1.3.1 the title hidden rows and columns to hide the grid lines 1.3.3 1.3.2 shows the proportion of 1.4 to set the view mode of understanding excel 2007 1.4.1 excel 2007 view mode 1.4.2 practical operation of switching the view mode 1.5 1.5.1 Customize the Quick Access Toolbar 1.5.2 minimize the Ribbon chapter...



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