

Microsoft Office System Plain & Simple -- 2003 Edition (Bpg-Plain & Simple)



[Microsoft Office System Plain & Simple -- 2003 Edition \(Bpg-Plain & Simple\) 下载链接1](#)

著者:Jerry Joyce; Marianne Moon

出版者:Microsoft Press

出版时间:2003-09-10

装帧:Paperback

isbn:9780735619821

Here s WHAT you ll learn: Create professional-quality documents, publications, Web sites, and slide presentations Work smarter on line from e-mail to team Web sites Build spreadsheets and databases that turn data into results Use new OneNote and InfoPath for better ways to capture and manage information Help keep your computer and personal information safe Here s HOW you ll learn it: Jump in wherever you need answers for the simplest ways to get the job done Easy NUMBERED STEPS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! exercises help you apply what you learn right away Easy numbered steps in FULL COLOR! Covers Microsoft Office, Access, Excel, FrontPage, InfoPath, OneNote, Outlook, PowerPoint, Publisher, Word.

作者介绍:

目录:

[Microsoft Office System Plain & Simple -- 2003 Edition \(Bpg-Plain & Simple\) 下载链接1](#)

标签

评论

[Microsoft Office System Plain & Simple -- 2003 Edition \(Bpg-Plain & Simple\) 下载链接1](#)

书评

[Microsoft Office System Plain & Simple -- 2003 Edition \(Bpg-Plain & Simple\) 下载链接1](#)