Skills for Success with Integrated Projects, Getting Started
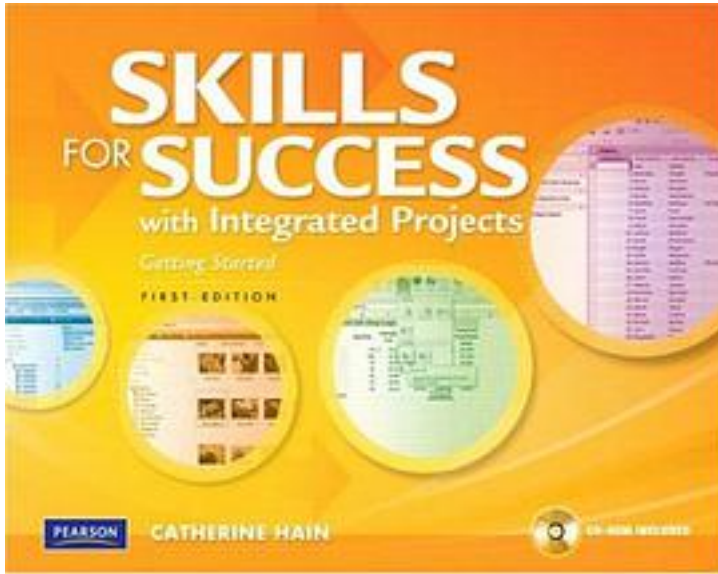

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Skills for Success is the Microsoft Office textbook that recognizes how people learn today! Skills are taught with numbered steps and bulleted text so readers are less likely to skip valuable information.

Integrating Word, Excel, Access and PowerPoint--Move Text Between Word Documents; Apply Heading Styles in Word; Create a PowerPoint Presentation from a Word Document; Insert and Modify a Shape in PowerPoint; Import a Word Table into an Excel Workbook; Insert a Shape from PowerPoint into Word and Excel; Create and Work with an Excel Table; Link Data Between Office Applications using OLE; Create Envelopes Using Data from Access; Create Name Tags Using Data from Excel; Create an Access Append Query; Export Data from Access into Excel; Create an Excel PivotTable

Report; Create External References Between Excel Workbooks; Insert a SmartArt Organization Chart into PowerPoint; Insert an Excel PivotTable into PowerPoint; Insert a PowerPoint Outline in Word and Create a Cover Page and Table of Contents; Link and Embed Data from Excel into Word; Export Data from Access to an RTF File and Insert the File into Word; Insert Objects from PowerPoint into Word

For those looking for a guide to integrating projects in MS applications that recognizes how people learn today--with numbered steps and bulleted text.

作者介绍:

目录:

Skills for Success with Integrated Projects, Getting Started_下载链接1_

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