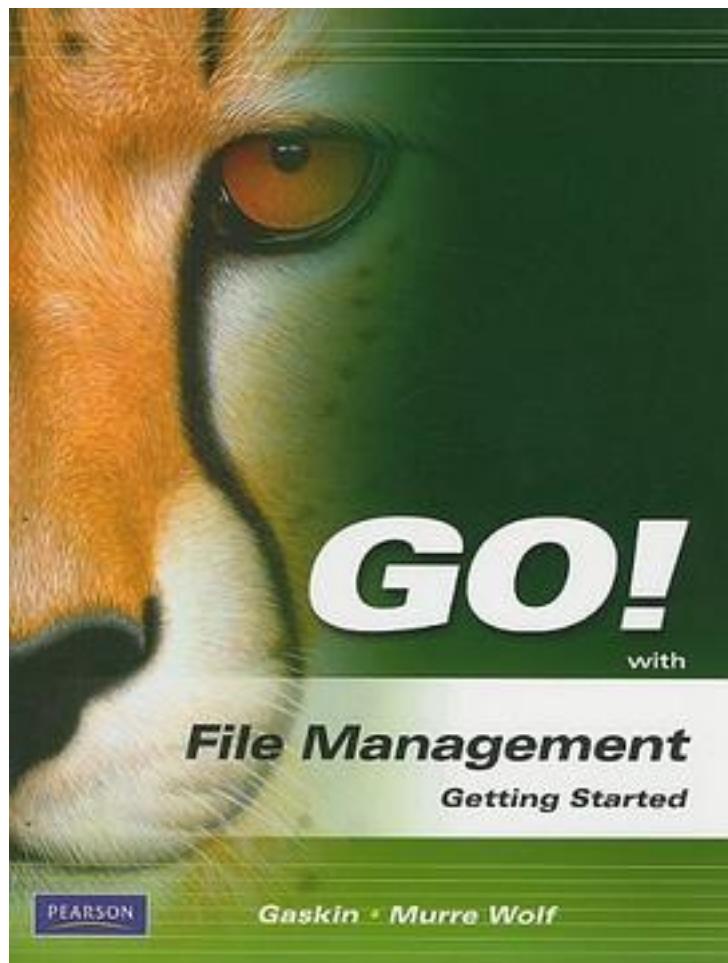


# GO! with File Management Getting Started



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出版者:

出版时间:2009-1

装帧:

isbn:9780135060063

For students taking an introductory course using a project-based introduction to Microsoft Office 2007. A File Management supplement for courses on Microsoft Office

2007. Go! With File Management Getting Started covers file management topics using Windows Vista. Students learn to create and maintain an organized folder structure, name files and folders, work with folder properties, search for files and copy, move and delete information. Students practice compressing files and folders, using restoration tools and using alternative storage options. Teach the course YOU want in LESS TIME! The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects for students and a one-of-a-kind supplements package for instructors.

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目录:

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