Microsoft Office 2007

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著者:O'Leary, Timothy J./ O'Leary, Linda I.

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"The O'Leary Office 2007" text is crafted to allow students to easily develop Microsoft Office application skills. The text design emphasizes step-by-step instructions with full screen captures that illustrate the results of each step performed. Each Lab, designed to be covered in 1 hour of class time, combines conceptual coverage with detailed software-specific instructions. Each Lab opens with a running case study that highlights real-world applications of each software program and leads students from problem to solution.

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