



## Word2003 practical tutorial (computer technology in secondary vocational schools teaching the book)

By DUAN XIN // YANG JIE

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 200 Publisher: Electronic Industry Pub. Date :2009-08-01 first edition this book based on the characteristics of secondary vocational education. combined with computer teaching practice. using the case method of teaching the Word 2003 introduced the basic application. The book is Chapter 7. first introduced the basic features of Word 2003. and then sub-document editing. document formatting. spreadsheets. photo-text. page setup and printing part of the case lead the way to introduce the use of specific applications and related knowledge points . and finally through the integrated application of a more comprehensive display of Word 2003's document processing skills. This book is rich in content knowledge novel. focusing on the combination of theory and examples. for secondary vocational schools to use computers and related professionals. but also as a secretarial and administrative personnel office for reference and various computer training courses. entry materials. This book is equipped with electronic teaching aids package. including teaching guides. electronic lesson plans. exercise answers. material documents. Contents: Chapter 1 teachers know Word 2003 moved to China Example 1 - Open the student...



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