



## Fundamentals of Computer Application (petrochemical professional direction)(Chinese Edition)

By XI NING

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: November 2012 Pages: 234 Language: English Publisher: Chemical Industry Press. Fundamentals of Computer Application (Petrochemical professional direction) is a vocational college the Petrochemical class professional generic computer applications based tutorial. The book is based on the characteristics of higher vocational education teaching. combined with demand for petrochemical majors jobs are written. To explain the book for the purpose of a zero-based. project-oriented method. examples to guide readers in-depth study in layman's language to explain Windows and Office 2007 in the operation of the day-to-day work of the petrochemical enterprise. The book has thirteen scenarios involving the enterprise's day-to-day work of 20 to a common task. Introduces a simple operation of the assembly of the computer knowledge and Windows; chemical commonly used program to download. install and use; Word2007 document processing operation; Word2007 document beautify. add a picture in the document. such as WordArt; use Word2007 document added to the table and form of operation; Word2007 document added form beautify calculate tabular data; Word2007 operating a mail merge; a Word2007 senior operating long document choreography; to use...



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