



Word Office application skills - portable search

By BEN SHE

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 232 Publisher: Science Pub. Date: 2011-7-1. Forefront of culture. portable office applications. word search skills in the form of skills. introduces the basic operation of word document content entry and editing. document format set. the application of graphic layout. object insertion and editing. table creation and editing. document review and revision. page format. settings. mail merge and document printouts. word and other advanced applications of such knowledge. Portable office applications. word search skills. practical and workable. ideal for readers who need to use the word. Contents: Chapter 1 word of the basic operating skills interface management and optimization techniques to the Quick Access Toolbar buttons to add and remove buttons to the Ribbon to the Quick Access Toolbar to create common tools to close the floating toolbar How to turn off word 2010 the default input method to show or hide the Ribbon How to set the default to open word documents and templates to save time position How to set word 2010 word document how to set the default color scheme on how to modify a personalized...



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