



Office automation (computer literacy and application of materials technology series)

By LU MING

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 363 Publisher: Shanghai University of Pub. Date :2008-10-01 5th Edition This book outlines all the basic conditions for office automation and development. describes the main office transaction processing software features. details Microsoft The word. Excel. PowerPoint. Access and other classic software applications. as well as a brief introduction to other Office suite of software components such as Outlook. Project. SharePoint and other features and applications. Book chapters to case-oriented. focuses on software functions in the office transaction processing applications. with particular emphasis on the network environment. the application work. This book can be used as non-computer professional institutions of higher learning computer application skills curriculum materials are also available for certain computer-based self-study and application of computer personnel transaction reference. can improve the ability of learners to apply the Office software. and get some Basics of e-government. Contents: Chapter Overview 1.1 office automation. office automation. office automation. an overview of basic concepts 1.1.1 1.1.2 1.1.3 conditions of office automation hardware-based office automation software 1.1.4 Overview 1.2 Office suite of e-government components outlined 1.2.1 Office About 1.2.2 Office unified work interface 1.2.3 Office...



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