

## The very the Easy: Excel administrative and secretarial efficient office (Value Edition) (with CD)(Chinese Edition)



Filesize: 8.35 MB



### ***Reviews***

*Completely essential study publication. This is for anyone who statte that there was not a well worth reading through. I am very easily could get a satisfaction of reading through a written publication.  
(Hallie Stanton)*

## THE VERY THE EASY: EXCEL ADMINISTRATIVE AND SECRETARIAL EFFICIENT OFFICE (VALUE EDITION) (WITH CD)(CHINESE EDITION)



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 :2012-08-01 Pages: 246 Publisher: Machinery Industry Press title: the very the Easy: Excel administrative and secretarial high office (Value Edition) (with CD-ROM) List Price: 32.90 yuan Author: Rui Chong cultural Publisher: China Machine Press Publication Date: August 1. 2012 ISBN: 9.787.111.390.367 words: Pages: 246 Edition: 1st Edition Binding: Paperback: Weight: 458 g Editor's Choice Excel and efficient administrative and secretarial office (Value Edition) is very suitable for the majority of office professionals using Excel. secretarial. administrative staff. also available for training sessions as Excel training materials. Summary Excel administrative and secretarial high office (Value Edition) is one of the Very Easy series produced for Excel spreadsheet applications necessary demand. combined with the reader's learning habits and ways of thinking choreography. finishing the knowledge structure strive to make the book knowledge system is a comprehensive. step detailed. intuitive presentation. ensure readers learn together easily. do fun. Excel administrative and secretarial high office (Value Edition) from Excel 2010 form creation. data entry. sorting. beautify the calculation of the data analysis. secretarial and administrative work in Excel specific operating knowledge. skills and can not solve the problem. Excel administrative and secretarial high office (Value Edition) explain comprehensive and detailed. together with one or two a knowledge point convenient reading system. so beginners can quickly based on knowledge points or want to achieve operating find and acquire the necessary knowledge. skills. and access to the actual needs of the statements or chart. Contents Preface Chapter 1 administrative and secretarial work commonly used documents designed to create and save claims reimbursement single worksheet label set text document data import cost reimbursement voucher adjust the width to display the single ranks of...

-  [Read The very the Easy: Excel administrative and secretarial efficient office \(Value Edition\) \(with CD\)\(Chinese Edition\) Online](#)
-  [Download PDF The very the Easy: Excel administrative and secretarial efficient office \(Value Edition\) \(with CD\)\(Chinese Edition\)](#)

## Other Kindle Books

---



**YJ] New primary school language learning counseling language book of knowledge [Genuine Specials(Chinese Edition)**

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 :2011-03-01 Pages: 752 Publisher: Jilin University Shop Books All the new...

[Download Book »](#)

---



**Applied Undergraduate Business English family planning materials: business knowledge REVIEW (English)(Chinese Edition)**

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: 2012 Pages: 240 Language: English Publisher: Foreign Economic and Trade University...

[Download Book »](#)

---



**Edge] the collection stacks of children's literature: Chunhyang Qiuyun 1.2 --- Children's Literature 2004(Chinese Edition)**

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: 2005 Pages: 815 Publisher: the Chinese teenager Shop Books all book....

[Download Book »](#)

---



**The genuine book marketing case analysis of the the lam light. Yin Qihua Science Press 21.00(Chinese Edition)**

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 :2007-01-01 Pages: 244 Publisher: Science Press Welcome Our service and quality...

[Download Book »](#)

---



**Art appreciation (travel services and hotel management professional services and management expertise secondary vocational education teaching materials supporting national planning book)(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 146 Publisher: Higher Education Pub. Date :2009-07-01 version 2. This book is...

[Download Book »](#)