



## Office business office practical tutorial

By WANG LEI ZHU

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 310 Publisher: Electronic Industry Publishing House Pub . Date :2010-03. This book uses a combination of tasks and the preparation of the case means. in plain simple language and vivid details of a real case of Office 2003 family of software in the modern business office applications. The book is divided into four parts. The first part is Chapter 1 - Chapter 8. this part of the basic operations from the beginning of Word 2003. Deep step by step introduction to Word 2003 in the business office applications. This part of the cases cited are: Conference welcome signboard. message to the signboard. business fax. business cards. purchase and sales contracts. personnel notices. product brochures. business reply letter. resume. train schedules. meeting invitations. delegate authority book. project evaluation accounting reports. feasibility study report. interview candidates notice. business invitations. The second part is Chapter 9 - Chapter 13. this part of the house to introduce Excel 2003 in the business office applications. This part of the cases cited are: staff salary management table. costing the company producing table. catalog...



[DOWNLOAD PDF](#)



[READ ONLINE](#)

[ 3.77 MB ]

### Reviews

*These kinds of ebook is almost everything and got me to searching forward and a lot more. It usually does not price excessive. Its been written in an exceedingly basic way and is particularly only following i finished reading through this pdf through which in fact modified me, alter the way i really believe.*

-- Athena Jones

*Complete information for pdf fans. it had been writtern quite perfectly and helpful. You can expect to like how the article writer compose this ebook.*

-- Jack Hirthe