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Office automation and application (computer class teaching vocational Eleventh Five Year Plan)

By LI WEI CHUN

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 266 Publisher: Beijing Institute of Technology Pub. Date :2007-02-01 version 1. OA (Office Automation. OA) program is a multidisciplinary. multi-technology integrated curriculum. Book introduces the concept of office automation on the basis of introduction of office automation equipment. WindowsXP operating system. word processing software Word2003. spreadsheet software. Excel 2003. presentation software PowerPiont 2003. web page authoring software FrontPage 2003. the computer network infrastructure. etc. the content. Book focus on the practical application of computer technology. and hierarchy. the concept of accurate. richly-illustrated. the system for students to learn knowledge of all aspects of computer applications. Each chapter book is supplemented by exercises and training to help students consolidate the knowledge. Book is suitable for students of vocational schools to learn the professional office automation teaching materials are also available for office staff as a learning reference. Contents: Chapter 1 Overview 1.1 office automation. office automation. office automation definition of the basic techniques 1.2 1.2.1 1.2.2 Individual groups of office automation. office automation. office automation 1.3 classification. elements and service targets 1.3.1 Classification 1.3 office automation system .2 office...

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