



Word power! Word's layout and design elegant and practical rules

By QI FU SHU FANG

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 227 Publisher: Electronic Industry Pub. Date :2011-8-1. This book brings together a word document to create professional basic skills necessary. through step-style illustrations. teach you to create documents must be perfect layout composition rule. text editing. paragraph and page layout of landscaping. a variety of ways to increase the readability of the decorative aspects and so on. This book aims to achieve two major learning: proficient in word document production techniques. as well as the text has given an elegant expressive and efficient layout capabilities. so you can create illustrated documents as the office expert. This book can serve as clerical and administrative. finance and accounting. marketing and marketing analysis. human resource management. administrative decision-making professionals who learn how to create a pleasant. professional standards. to meet the needs of professional publishing documents; also suitable for schools students and young professionals to learn word document as a reference book. Contents: Chapter 1. written before the 1.1 word in the document how the design can be used to take only what word as a typing tool 1.1.1 1.1.2...



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