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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 202 Publisher: People's Post Pub. Date :2011-09-01 version 1. Excel 2003 spreadsheet Chinese national human resources and Social Security Personnel Testing Center in 2010 promulgated the National professional and technical personnel computer applications Proficiency Test Syllabus based on years of research and problem-solving characteristics of the test propositions on the basis of the law written in. Excel 2003 spreadsheet Chinese nine chapters. Chapter 0 in-depth study and examination syllabus based on the environment. summarizes the focus of the examination content and style of questions for the candidates to provide a comprehensive review. test-taking strategies. Chapter 1 - Chapter 8 Excel 2003 subjects according to syllabus requirements. grouped together in eight areas of knowledge. which mainly covers the basics of Excel 2003. input and edit data. setup and print worksheets. manage workbooks. formulas and function used. the use of charts. data management and statistical analysis. In the chapters to explain the contents of this chapter before the test sites were analyzed. and the end of each section provides simulation exercises for candidates-on self-test exercises. CD-ROM. this book not only provides the simulation environment on the machine and 12 sets of test questions (480 questions). it also provides study guides. practice simultaneously. Shitijingjie and material used in the book and so on. Book is suitable for professional and technical staff apply for the National Computer Test for Excel 2003 spreadsheet Chinese subject of the candidates to use. but also as a large. colleges relevant professional counseling to all kinds of books or materials related to training. Contents: Chapter 0 Analysis and test-taking strategies syllabus 0.1 exam examination form 10.1.2 Introduction 10.1.1 10.1.3 exam examination examination subjects 10.2 20.3 content...



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