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Reviews

Extremely helpful to all type of individuals. It really is basic but excitement inside the 50 % of the pdf. Its been designed in an remarkably basic way and is particularly only right after i finished reading through this book in which basically transformed me, change the way i believe.
(Agustina Treutel)




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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: 221 Publisher: People's Post Pub. Date :2010-08-01 version 1. This book introduces the basic knowledge of computer and network applications. the main contents include basic knowledge of computer. keyboard and text entry. Chinese Windows XP operating system. Chinese version of Word 2003. Excel 2003 Chinese version. PowerPoint 2003 knowledge of the Chinese version and network applications. Book to be practical. technical principle. the use of task-driven form of organizing content. emphasis on computer skills training. Book with a specialized computer training and examinations on the basis of machine-related software and test database. This book can be used as higher vocational colleges' computer-based curriculum materials. but also self-refer for computer beginners. Contents: basic computer knowledge of the project a Task 1: Understanding the development and application of computer Task 2: Use the number system conversion Task 3: The computer's basic computing tasks 4: The two components of a computer system keyboard and text input task 1: Introduction Task 2 keyboard : Pinyin input method Task 3: Wubi input method project three Chinese Windows XP operating system task 1: Windows XP operating system-based task 2: Windows XP file management tasks 3: Windows XP Display Settings item four personality Word 2003 document processing tasks 1: Understanding the Word 2003 document processing software Task 2: Document Editing Task 3: Document Formatting Task 4: page formatting Task 5: photo-text task 6: Form Operation Task 7: Adding comments to documents. footnotes and endnotes task 8: Using and creating styles Task 9: Long Document Layout Excel 2003 spreadsheet program five tasks 1: Excel 2003 Basics Task 2: Excel 2003 Basic Operation Task 3: Form the production and formatting Task 4: Data Management Task 5:...

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