



New learning computer office applications shortcut tutorial (including a CD-ROM) c12(Chinese Edition)

By DING ZHI AN .

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pub Date :2005-01-01 Publisher: University of Electronic Science and Technology Publishing House title: New computer office applications learning shortcut tutorial (including a CD-ROM) List Price: 22.00 yuan Author: Dingzhi An. Han Cuiying editor Press: Electronic University of Science and Technology Publishing Date: 2005-1 1ISBN: 9787810944748 words: Page: Revision: Binding: Folio: Product ID: Editor's Choice No SUMMARY The book is an introductory basic computer knowledge and its application materials. Chapter 1 systems the computer basics Chapter 2 DOS operating system. Chapter 3 keyboard operation with the Chinese character input method. Wubi input method of Chapter 4. Chapter 5. Windows XP Server 2003 operating system. Chapter 6. the Chinese version of Word 2003 application. Chapter 7 Chinese version of Excel 2003 application. the application of Chapter 8 of the Chinese version of PowerPoint 2003. Chapter 9 of the computer network. Chapter 10 multimedia computer virus. In order to deepen the understanding of teaching content. to consolidate what they have learned in the back of each chapter is accompanied by exercises and hands-on operating questions covered by this chapter. In addition. the book comes...



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Reviews

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