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Basic Computing Concepts, Third Edition: A Simplified Approach

By Lilian Ukadike

Tate Publishing Enterprises, United States, 2014. Paperback. Book Condition: New. 224 x 150 mm. Language: English . Brand New Book ***** Print on Demand *****.Makes Learning to use the Computer as Easy as ABC with: User Friendly Content. Materials are presented in simple English that a beginner in computer technology can easily understand. Easy-to-follow step-by-step format to performing basic computer tasks. Helps students build a strong foundation in developmental technology. Detailed Graphic Illustrations. Graphics are labeled with sufficient details that allow students to quickly grasp the subject matter. Graphic labels contain interactive instructions to facilitate hands on practice on the computer. End of Chapter Questions. Varieties of multiple choice questions, true/false, matching, and short answer questions assess students, understanding of chapter materials. The questions help students to master basic computer concepts and are able to identify key terms within each chapter. Answer key to end of chapter questions. Appendix. Contains a list of shortcut keys on how to quickly perform basic computer tasks. Also serves as a quick reference guide for program commands. Glossary. Provides a detailed list of all key terms covered in the book complete with definitions. Serves as a quick reference to basic computer term and definitions.



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