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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: 317 Publisher: Harbin Institute of Technology Pub. Date :2011-08-01 version 1. which the Computer-based. edited by the Wang family. is a book about basic computer knowledge and application of materials. which the reader provides a basic knowledge of computer systems. This book is divided into seven chapters. Chapter 1 Overview; Chapter 2 describes the operating system and application development; Section 3-5 to 0ffice as a platform. about the basic concept of office automation software and use; Chapter 6 introduces the knowledge of computer networks and applications; first Chapter 7 describes the basic working principles of multimedia technology and the popular multimedia software. The book chapters are equipped with exercise. Computer-based not only for the undergraduate college computer literacy based materials. but also can be used for basic computer knowledge and office automation software. training and self-learning materials. Contents: Chapter 1. basic computer knowledge. computer 1.1 1.2 A brief history of computer representation of the information outlined in 1.3 1.4 computer system and storage components and working principle of Problem 1 Chapter 2 2.1 operating system. a basic knowledge of operating system installed Windows XP2.3 Windows 2.2 XP's basic operating system settings 2.5 Windows 2.4 common with commonly used software program 2.6 Windows 2.7 to Windows XP system. cleverly configured safer Exercise 2 Chapter 3 word processing software Word 20033.1 Word 3.2 Word document outlines the basic operation 3.4 3.3 Document Formatting Documents The display forms processing and printing 3.5 3.6 3.7 style graphics and template application 3.8 3.9 Word 2007 Introduction to classroom training exercises 3 Chapter 4 Excel 20034.1 4.2 Overview of the task one - the input data in the worksheet and editing 4.3 Task...

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