



## Computer-based training tutorial

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By SU ZHAO ZHONG (DENG)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 216 Publisher: Nanjing University Press Pub. Date :2009-06. This book by University of Computer Application course requirements. introduced in Office Word. Exce1. PowerPoint. FrontPage and other applications of the basic operation method. in order to facilitate learning for beginners. the book also introduced the Windows files. folders. and the basic operations and the use of compression software WinRAR. Contents: Chapter 1 1.1 file and folder move operation to use 1.1.1u memory usage 1.1.2 floppy disk to use induction 1.11.2 manage files and folders Explorer 1.2.2 File 1.2.1 1.2.3 Folder Options settings file and folder operations 1.2.4 files and folders to find shortcuts 1.2.5 Training 1.2 summarized 1.21.3 compression software use 1.3.1winrar windows startup and shutdown 1.3.2winrar 1.3.4 Introduction 1.3.3 Creating zip file extract the compressed file 1.3.6 1.3.5 Create self-extracting file compression software. training and other operations 1.3 1.3 Chapter 2 summarize the text editing and typesetting software word2.1 acquaintance word2. 1.1 Introduction 2.1.3 New start word2.1.2word window. open and save documents 2.1.4 exit word2.1.5 open the document summarized the basic document 2.12.2Four Satisfaction guaranteed,or money back.



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