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Reviews

Undoubtedly, this is the greatest job by any author. It is actually filled with wisdom and knowledge I am quickly could get a pleasure of reading a written book.
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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: 274 Publisher: Machinery Industry Pub. Date :2010-11-1. This book is based on the current curriculum reform of vocational education the basic idea. according to the Ministry of Education promulgated in 2009. the basis of the latest computer applications syllabus requirements. to the task to lead to action-oriented. project-vector and write. Book seven learning projects. which are assembled home office computer. using windows xp and efficient office. set up the office LAN. multimedia videos. with word 2003 documents. sales manager with excel 2003 data and make use of powerpoint presentations. Each learning project contains a number of learning tasks and comprehensive training module. Each learning task by task description. task learning objectives. knowledge. preparation. planning and implementation. evaluation of teaching content and sequence to start. Through the task of learning. students focus on the basic operation of computers. office applications. web applications. multimedia technology and other aspects of the use of computer technology skills and access to information. process information. analyze information. release information. This book can be used as vocational schools. teaching books. computers can be used as early. intermediate research skills training materials. Contents: Preface Introduction Item 1 assemble home office computer configuration task a complete list of installed assembly and commissioning of Task 2 Task 3 installation of computer operating system and device driver detection computer systems Task 4 Task 5 Task 6 Install virus prevention software. comprehensive backup of the real production system Item 2 training text entry windows xp high office tasks using a custom personalized windows xp operating environment Task 2 Task 3 collate information on the company office next week. individual work plans developed management and maintenance tasks 4 windows xpFour...



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