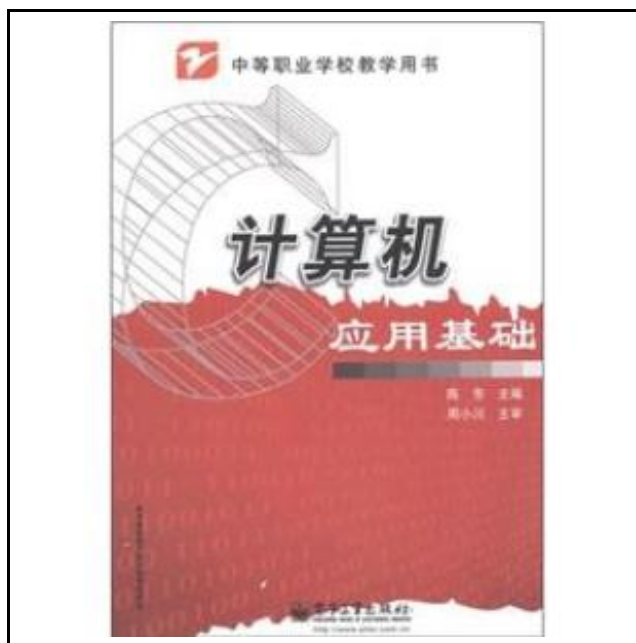# Fundamentals of Computer Application (secondary vocational schools teaching the book)

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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: 180 Publisher: Electronic Industry Pub. Date :2011-08-01 version 1. Chen Dong. editor of Computer Application Windows XP-based platform to Office 2003 for the object. divided into six units. 13 projects . Completion of each project subject of a practical application. the task specific arrangements have mission objectives. knowledge. tasks to achieve. practical exercise session. The first major unit to explain the development of computer applications. computer systems. basic knowledge of the composition; second unit mainly on the composition of the Windows window. Explorer of the main functions of the system environment settings and the use of commonly used software; mainly on the third unit of the Word kinds of editing and typesetting techniques and forms. graphics processing and printing of such knowledge; fourth unit mainly on the establishment of an Excel workbook and save. edit the worksheet. formulas. functions. charts and data processing knowledge; fifth main unit Power Point to explain the layout. formatting. custom animation and slide show. etc.; sixth unit mainly on the basic concepts of computer networks. Internet-based applications. and how to secure Internet access. integrated online communities in some of the commonly used methods of operation. Computer Application can be used both types of vocational schools in general computer teaching materials. can be used as an introduction to various forms of computer training materials. Contents: basic computer knowledge. the first unit 1 Item 1 to own a computer matching 1 task an understanding of two main parts a control computer task performance parameters accessories installed 8 2 Task Three Task 4 simulation to understand the basic principles of computer work 12 Task Five 13 second start-up and shut down the computer unit 15...

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