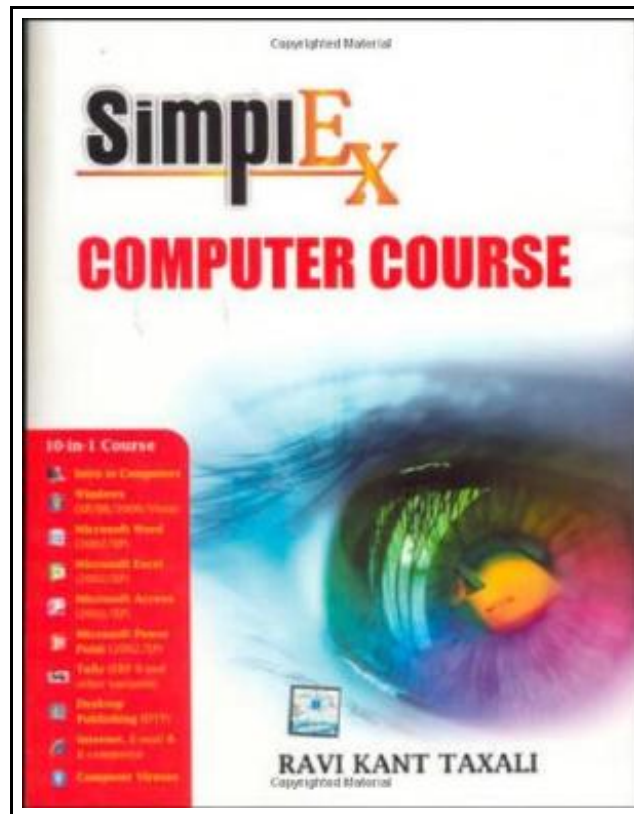


Computer Course



Filesize: 7.01 MB

Reviews

Extremely helpful to all category of individuals. I have got go through and that i am confident that i will likely to read through once again again later on. Once you begin to read the book, it is extremely difficult to leave it before concluding.

(Nikita Herzog)

COMPUTER COURSE



Tata McGraw-Hill Education Pvt. Ltd., 2010. Softcover. Book Condition: New. First edition. Meant for an average user, this book gives a detailed and yet a simple account of how to use a PC for basic needs. The only prerequisite for the reader is the ?ability to read? and hence the book has been kept extremely simple, straight forward and easy to follow, with step by step instructions accompanied by appropriate illustrations. The book provides explanations, with screen shots to demonstrate the described functions. The book starts with the introduction to computer and its parts and their uses, and then goes on to explain how to use computers delving to the very basics including how to hold, scroll and click the mouse. MS Word, Excel, PPT, Access, Internet and Email, Internet Security and Basic Tally all are covered in this book. This book is suitable for everyone, whether you are a student in a school or college, an office or factory employee, a house-wife, or an even a retired person- an excellent text for self-study and practice. Table of contents 1. What is a Computer? 2. Using Windows 3. Word Processing with Microsoft Word 4. Microsoft Excel 5. Microsoft Access 6. Microsoft PowerPoint 7. Tally 8. Introduction to Desktop Publishing 9. Internet, Email and E-Commerce 10. Computer Virus, Spyware and Adware Printed Pages: 485.



[Read Computer Course Online](#)



[Download PDF Computer Course](#)

Related Books

**Learn at Home:Learn to Read at Home with Bug Club: Pink Pack Featuring Trucktown (Pack of 6 Reading Books with 4 Fiction and 2 Non-fiction)**

Pearson Education Limited. Paperback. Book Condition: new. BRAND NEW, Learn at Home:Learn to Read at Home with Bug Club: Pink Pack Featuring Trucktown (Pack of 6 Reading Books with 4 Fiction and 2 Non-fiction), Catherine...

[Download Book »](#)

**Read Write Inc. Phonics: Grey Set 7 Storybook 8 Andrew**

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. Tim Archbold (illustrator). 210 x 131 mm. Language: N/A. Brand New Book. These engaging Storybooks provide structured practice for children learning to read the Read...

[Download Book »](#)

**Read Write Inc. Phonics: Orange Set 4 Non-Fiction 5 Jim s House in 1874**

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. 207 x 168 mm. Language: N/A. Brand New Book. These decodable non-fiction books provide structured practice for children learning to read. Each set of books...

[Download Book »](#)

**Klara the Cow Who Knows How to Bow (Fun Rhyming Picture Book/Bedtime Story with Farm Animals about Friendships, Being Special and Loved. Ages 2-8) (Friendship Series Book 1)**

Createspace, United States, 2015. Paperback. Book Condition: New. Apoorva Dingar (illustrator). Large Print. 214 x 149 mm. Language: English . Brand New Book ***** Print on Demand *****.Klara is a little different from the other...

[Download Book »](#)

**Games with Books : 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade**

Book Condition: Brand New. Book Condition: Brand New.

[Download Book »](#)

**Book Finds: How to Find, Buy, and Sell Used and Rare Books (Revised)**

Perigee. PAPERBACK. Book Condition: New. 0399526544 Never Read-12+ year old Paperback book with dust jacket-may have light shelf or handling wear-has a price sticker or price written inside front or back cover-publishers mark-Good Copy- I

[Read PDF »](#)

**The Healthy Lunchbox How to Plan Prepare and Pack Stress Free Meals Kids Will Love by American Diabetes Association Staff Marie McLendon and Cristy Shauck 2005 Paperback**

Book Condition: Brand New. Book Condition: Brand New.

[Read PDF »](#)

**It's Just a Date: How to Get 'em, How to Read 'em, and How to Rock 'em**

HarperCollins Publishers. Paperback. Book Condition: new. BRAND NEW, It's Just a Date: How to Get 'em, How to Read 'em, and How to Rock 'em, Greg Behrendt, Amiira Ruotola-Behrendt, A fabulous new guide to dating

[Read PDF »](#)

**Write Better Stories and Essays: Topics and Techniques to Improve Writing Skills for Students in Grades 6 - 8: Common Core State Standards Aligned**

Createspace Independent Publishing Platform, United States, 2012. Paperback. Book Condition: New. 277 x 211 mm. Language: English . Brand New Book ***** Print on Demand *****.Mr. George Smith, a children s book author, has been

[Read PDF »](#)

**Growing Up: From Baby to Adult High Beginning Book with Online Access**

Cambridge University Press, 2014. UNK. Book Condition: New. New Book. Shipped from US within 10 to 14 business days. Established seller since 2000.

[Read PDF »](#)