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(Rodger Hane)

FUNDAMENTALS OF COMPUTER APPLICATION (WITH CD-ROM IN THE 21ST CENTURY INFORMATION TECHNOLOGY CLASS VOCATIONAL EDUCATION PLANNING MATERIALS)



paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 236 Publisher: People's Post Pub. Date :2009-09-01 version 1. Book practical. technical principle of competency-based. closely linked to the content of the presentation on the characteristics of students. focus on theoretical with practice. The book is Chapter 7. including computer basics. Windows XP operating system's basic operations. word processing software. Word 2003. spreadsheet software. Excel 2003. presentation authoring software PowerPoint 2003. computer networks and the Internet. and software tools commonly used in the introduction. This book can be used as public vocational college to the professional computer-based teaching materials. but also as a secondary technical school students learn computer applications and a variety of adult-based materials. Contents: Chapter 1 Overview of basic computer knowledge. computer 1.1 1.1.1 1.1.2 emergence and development of computer characteristics and classification 1.1.3 computer applications and trends in the computer representation of the information with coded 1.2 1.2.1 common number system and its conversion data storage unit 1.2.2 1.2.3 1.3 computer coding of information system components and working principle of the computer system hardware 1.3.1 1.3.2 1.3.3 computer software. computer systems. the basic working principle of Windows Chapter 2 Exercises XP operating system. the basic operation of the operating system 2.1 Overview 2.2 Windows XP instance of the basic operation of the installation instance 1 Windows XP 2 Windows XP startup and exit Example 3 mouse and keyboard operation Example 4 Example 5 the basic operation of the desktop window and the basic Operation Example 6 Example 7 dialog box and its basic operation and basic operation menu File Manager 2.3 Windows XP (Explorer) file and folder Example 1 Example 2 operation My Computer and Explorer operation Example 3 The basic file and...



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