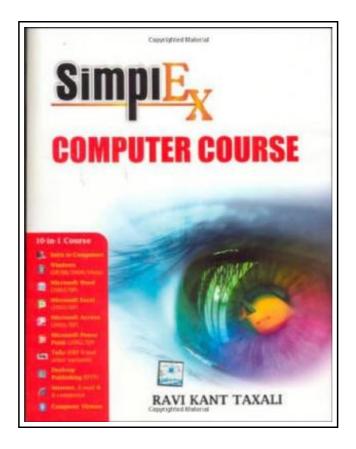
Computer Course



Filesize: 9.73 MB

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. (Kade Ankunding)

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 PDFs



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 Document »



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 Document »



Barabbas Goes Free: The Story of the Release of Barabbas Matthew 27:15-26, Mark 15:6-15, Luke 23:13-25, and John 18:20 for Children

Paperback. Book Condition: New.

Download Document »



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 Document »



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 Document »



Who Am I in the Lives of Children? an Introduction to Early Childhood Education, Enhanced Pearson Etext with Loose-Leaf Version -- Access Card Package

Pearson, United States, 2015. Book. Book Condition: New. 10th. 250 x 189 mm. Language: English . Brand New Book. NOTE: Used books, rentals, and purchases made outside of Pearson If purchasing or renting from companies

Save PDF »



How to Start a Conversation and Make Friends

Simon & Schuster. Paperback. Book Condition: new. BRAND NEW, How to Start a Conversation and Make Friends, Don Gabor, For over twenty-five years, small-talk expert Don Gabor has helped thousands of people communicate with wit,

Save PDF »



Read Write Inc. Phonics: Yellow Set 5 Storybook 7 Do We Have to Keep it?

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. Tim Archbold (illustrator). 211 x 101 mm. Language: N/A. Brand New Book. These engaging Storybooks provide structured practice for children learning to read the Read

Save PDF »



Monkeys Learn to Move: Puppet Theater Books Presents Funny Illustrated Bedtime Picture Values Book for Ages 3-8

Createspace, United States, 2015. Paperback. Book Condition: New. 216 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****. What are the Monkey s up to now? Moving! Monkeys Learn to Move

Save PDF »



Short Stories Collection III: Just for Kids Ages 4 to 8 Years Old

2013. PAP. Book Condition: New. New Book. Delivered from our UK warehouse in 3 to 5 business days. THIS BOOK IS PRINTED ON DEMAND. Established seller since 2000.

Save PDF »