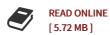# Computer-based training guide book (in the 21st century series of computer planning materials)

By -

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 186 Publisher: Electronic Industry Pub. Date :2010-09-01 version 1. This book is the Computer Application supporting training guide book. The book is divided into four parts: part of training exercises. after-school theory. exercises. computer grade examination (a) written exam simulation questions and the computer class (a) machine simulation test questions. Our spirit of the document according to the latest Ministry of Education. according to prominent application. practice the principles of the textbook. This material has the innovative. compact structure. level of clear. illustrated. easy to understand. easy to teaching and learning. etc. so that by analogy. replicability. so that the reader master the operation and use of software. Contents: The first part of the training exercises training a part of the basic operation of computer training two Chinese character input method exercise training three training four basic operation of Windows XP Windows XP Explorer basic training five Word 2003 Word 2003. operating training six Create and edit tables in Word 2003 training seven photo-text. and create formulas Excel 2003 training eight basic operation of Excel 2003 training nine...

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