



Course on Computer Concepts (CCC): Made Simple

By M. Geetha, Satish Jain, Shalini Jain

BPB Publications, 2008. Softcover. Book Condition: New. First edition. 1. More multiple choice questions- MCQ 2. True or False questions 3. Solved and unsolved question papers for practice 4. Social Networking 5. Protection against virus .CCC book is designed to cover the entire syllabus of the Course on Computer Concepts (CCC) Chapter One introduces computer and its components. It details the concepts of data processing, hardware software and different types of storage devices. Chapter Two deals with Windows operating system including its Accessories. Chapter Three explains different commands in Disk Operating System (MS-DOS) also covering files and directory manipulation. Chapter Four deals with word processing. It describes MS-Word application with ample number of screens. Chapter Five is exclusively devoted to spreadsheet applications using MS-Excel. Chapter Six explains computer networks, LAN, WAN and concepts of internet. Chapter Seven is devoted exclusively for web browsers and the use of world wide web (WWW) and chatting on the Internet. Chapter Eight discusses the sending/receiving of E-mail and document handling. Chapter Nine explains how to make a presentation using MS-PowerPoint. It also explains the preparation of presentation Slides, sorting them and manipulating them for better effect on the audience. All chapters are written in...



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