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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 235 Publisher: China Water Conservancy and Hydropower Pub. Date :2010-08-01 version 1 by Wei editor to the Computer-based tutorial. according to the Ministry of Education of the basic course in public institutions of higher learning the basic computer requirements. combined with local characteristics of written college education. the main contents include: computer basics. Windows XP operating system. office automation suite (Word 2003. Excel 2003. PowerPoint 2003). network technology and information security. software technology. Task-driven. case teaching is written Computer-based tutorial. the starting point. Teaching materials means in layman's language. step by step. pays attention to all types of cases. and content-rich applications. combined with the characteristics of the students. write modular approach to meet the different professions. different levels of learners' needs. Computer-based tutorial in each case are carefully designed. progressively. from simple and complex. involving as much as possible the necessary software knowledge points. and seeks practical and representative. Thus. even people who never touched a computer. refer to the steps the book can also be easily started. and then master a variety of software usage. Computer-based tutorial can be used as a computer specialist in public institutions of higher learning the basic course materials. but also as a vocational. adult education materials. Contents: Preface Chapter 1 1.1 Overview 1.1.1 Knowledge of basic computer knowledge computer 1.1.3 1.1.2 the development of computers computers computer applications characteristics and classification 1.1.4 1.2 1.2.1 understanding of computer hardware systems hardware computer system the computer's hardware configuration composed 1.2.2 1.3 1.3.1 computer software system based computer software applications 1.3.2 1.3.3 1.4 operating system information and computer data information. said computer 1.4.1 1.4.2 English characters and character information that the computer...

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