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Guide to Computer Literacy based on the machine (in the 21st century vocational basic course planning materials)

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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: 125 Publisher: Hunan University Pub. Date :2008-02-01 version 1. This book is the computer culture foundation supporting training materials. including 22 training projects. training projects each experimental purposes and requirements. test content and procedures. explain in detail. easy operation. aimed at improving the ability of students to use computers. Book is suitable for vocational students. but also various types of computer training courses as teaching reference books. Contents: Preface Chapter basics of computer hardware. computer training a preliminary understanding of the structure of the second chapter in the foreign language keyboard input method of training a basic keyboard and mouse operations training two Chinese character input method Chapter Training a Windows XP operating system. Windows The basic operation training two XP Windows XP Explorer training three control panel of Windows XP Windows XP training four commonly used attachment procedures Chapter Word 2003 word processing software Word 2003 training a basic operation and layout training exercises two photo-text exercise training three exercise training four tables drawn integrated publishing practice Chapter spreadsheet software Excel 2003 Excel 2003 training a...

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