



Basic computer literacy (vocational textbook of modern information technology series)

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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: 260 Publisher: People's Post Pub. Date :2008-08-01 version 2. This book is a book about basic computer knowledge and application of the tutorial. it is to Windows 2000. Office 2000. based on a computer to provide readers with cultural foundation. basic computer knowledge. the use of operating system Windows 2000. Word 2000 word processing software. the use of spreadsheet software using Excel 2000. PowerPoint 2000 presentation using presentation software. and the use of Internet and multimedia content. The book also features for computer grade examination made a special. targeted about. To facilitate teaching and student-on training, this book comes with a computer culture on the basis of machine guidance and problem sets (second edition). Book is suitable for vocational non-computer professional computer culture-based teaching materials. computer grade examination can be used as resource materials. Contents: Chapter 1 Introduction to computer culture and the development of computers and Classification 1.1 1.2 1.3 Characteristics and application of computers and computer literacy in the information society 1.4 computer information system that the number and characteristics 1.4.2 1.4.1 number system between...



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