



## Computer Concepts and Microsoft® Office 2013

By Denise Seguin

PHI Learning, 2015. Softcover. Book Condition: New. First edition. Description: To be successful in any career, students need an understanding of computer hardware, software and terminology. This textbook provides them with the tools they need to succeed in today's world. The text is organized in two parts: Computer Concepts (Part-I) and Computer Applications with Microsoft® Office 2013 (Part-II). Part I provides a general introduction to hardware, software, the internet, social media, security and ethics, while Part II offers instruction in the use of the Microsoft Windows Operating System, Internet explorer web browser, and applications within Microsoft Office. At the end of each chapter, students will have a chance to review a summary of the presented features, to complete several objective summary tasks, and then to apply the concept information or software skills in projects that will reinforce and expand the knowledge they have gained. The Student Resources Disc, which accompanies this textbook, contains documents and files needed to complete topics and projects in Part II. This book is an ideal text for undergraduate and postgraduate students of computer applications, undergraduate students of engineering and computer science, who study fundamentals of computers as a core course, and students of management who should...



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