



DOWNLOAD



from scratch - a computer-based training course (Windows XP + Office 2007) (1CD)

By GAO CHANG DUO ZHANG YU TANG WANG GANG

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 240 Publisher: Posts Telecom Press Pub. Date :2010-07. This book systematically introduces the basics of computers. Windows XP. word processing software. Word 2007. Excel spreadsheet software 2007. slide authoring software PowerPoint 2007. Internet Explorer 7.0 Web browser software and e-mail software such as Outlook Express to use. This book fully taken into account the actual needs of beginners. the real from scratch. you can make the computer that did not know. the reader. the book but by learning to master the basics of computers and basic operations. This book can be used as in-service cadres. professional and technical personnel and office management training materials are also available for beginners learning to use. Contents: 1 basic knowledge about computer hardware. computer components 11.1 11.1.1 21.1.2 outside the host computer memory. input devices 51.1.4 41.1.3 61.2 computer output devices commonly used software 81.2.1 91.2.2 system software used Applications 91.3 Exercise 11 Chinese-speaking 2 122.1 windows xp windows xp startup entry and exit 122.1.1 windows xp startup 122.1.2 windows xp exit 142.2 windows xp basic concepts in 152.2.1 desktop. taskbar. Start...



READ ONLINE

[8.48 MB]

Reviews

It in a single of the most popular publication. Sure, it really is engage in, still an interesting and amazing literature. Your life period will be change the instant you full reading this book.

-- **Abel O'Kon Sr.**

Complete guideline for pdf fanatics. I could possibly comprehended everything out of this created e pdf. You can expect to like just how the writer compose this pdf.

-- **Nya Kunde**