9787564066215 Computer Application (Higher Vocational Education Twelfth Five innovative planning teach(Chinese Edition)

By QIU LI FANG

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2012-08-01 Pages: 257 Publisher: basic information about the title of the Beijing Institute of Technology: Fundamentals of Computer Application (higher vocational education the Twelfth Five innovative planning materials) List Price: 36 yuan Author: Qiu Lifang Press: Beijing Institute of Technology University Publication Date :2012-08-01ISBN: 9.787.564.066.215 word count: Page: 257 Revision: Binding: Folio: 16 open commodity Weight: Editor's Choice Qiu Lifang editor of Computer Application Foundation is divided into seven chapters. Chapter 1 describes the development of the computer. and use common sense. Chapter 2. for example. the office space is the most common operating system. the Windows XP operating system to use. and maintenance tips. 3.4.5 chapter describes the use of the modern application of the most widely used office processing software Office 2003. Chapter 3. the word processing software Word. Chapter 4. forms processing software. Excel. and Chapter 5 for the presentation PowerPoint. Chapter 6. a brief introduction to the basic knowledge of the network. as well as part of the Internet applications. Chapter 7. for example WinRAR. ACDSee and Kaspersky use and virus prevention....

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