# Computer office applications learning shortcut tutorial (whh)(Chinese Edition)



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## Reviews

*Good eBook and beneficial one. It really is simplified but unexpected situations from the 50 percent from the ebook. You can expect to like the way the blogger publish this ebook. (Bridie Stracke DDS)* 

# COMPUTER OFFICE APPLICATIONS LEARNING SHORTCUT TUTORIAL (WHH)(CHINESE EDITION)



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 :2005-01-01 Publisher: the UESTC basic information title: computer office applications learning shortcut tutorial (whh) Original Price: 22 yuan: Dingzhi An. Han Cuiying editor Press: UESTC Publication Date :2005-1- 1ISBN: 9787810944748 words: Page: Revision: Binding: Folio: Weight: Editor's Summary This book is an introductory basic computer knowledge and its application materials. Chapter 1. computer basics. Chapter 2. DOS operating system. Chapter 3 keyboard operation with the Chinese character input method. Chapter 4 Wubi input method. Chapter 5 Windows XPServer 2003 of the operating system. Chapter 6. the Chinese version of Word 2003 application. Chapter 7. the Chinese version of Excel 2003 application. 8 Chapter Chinese version of PowerPoint 2003 application. Chapter 9 of the computer network. Chapter 10 multimedia computer virus. In order to deepen the understanding of teaching content. to consolidate what they have learned in the back of each chapter is accompanied by exercises and hands-on operating questions covered by this chapter. In addition, the book comes with multimedia teaching CD convenient use of teaching, but also as a student on guidance. The book is informative, easy to understand. illustrated. as the College office applications courses teaching books. are also available for all types of computer training courses. college students and teachers. but also as the different levels of the office staff. the majority of computer users learning reference books. The basic knowledge of computer computer basics 1.1 Table of Contents Chapter 1 Overview 1.2 Computer number system computer system and encoding 1.3 1.4 microcomputer hardware components and performance exercises Chapter 2. DOS 2.1 DOS operating system 2.2 DOS startup 2.3 commonly used DOS command operation 2.6 batch command on the file. directory and path...

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