



Regular higher education second five key planning materials Public Course Series: School of Computer Essentials(Chinese Edition)

By MA ZHI QIANG

paperback. 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 Pages: 228 Language: Chinese in Publisher: Science Press Ordinary Higher Education second five focus on planning materials Public Course Series: School of Computer Essentials in reference to the China Higher School of The school computer basic education curriculum system Normal non-computer professional basic computer education classes system based on the combination of school training objectives and survey findings prepared by the organization. Book chapters. main contents include computer basics. introduction to computer basics and computer viruses and other computer culture of common sense; Windows 7 operating system. introduced the Windows 7 operating system. the basic operation and personalized settings; Word 2007. Excel 2007. PowerPoint 2007. introduced Office 2007 office software. basic operation and settings. Regular higher education second five key planning public lesson textbook Series: School of Computer Essentials as institutions of higher learning basic computer course materials are also suitable as various types of computer training courses. textbooks and self-reference. Contents: the computer's basic computer application computer classification 1.1.4 1.1.3 1.1.2 Chapter 1 of the development of computer development of computer basics 1.1 Overview...



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