



## Ordinary Higher Education Eleventh Five-Year national planning materials: the University basic computer. computer operating practice (3rd edition)(Chinese Edition)

By ZHAO HUAN . CHEN JUAN . WU RONG HUI

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: November 2012 Pages: 304 in Publisher: People's Posts and Telecommunications Press Ordinary Higher Education Eleventh Five-Year national planning materials: the University Computer Fundamentals and computer operating practice (3) gradually introduce Windows 7 operating system and Word 2007 word processing software. Excel 2007 spreadsheet software. PowerPoint presentation software. Internet browser and web authoring software Dreamweaver application. The book is divided into six chapters. each arranged a representative case. Every task set in the case. reflects an operating points targeted. The The book detailed description of the specific steps to complete each task. and come out of the knowledge and operating skills. has a strong practical. Ring ring interlocking between the cases of each chapter. step by step. from easy to difficult. is layered. The operating questions with each chapter. its operation points both with this stage of the case closely related. and improve. help readers review and consolidate what they have learned to master the skills of integrated application. Contents: Chapter 1 Windows 7 operating 1.1 Basic concepts 1.2 Windows 7 basic operation 1.2.1 1.2.2 Design Case...



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