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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 302 Publisher: Beijing Jiaotong University Pub. Date :2010-07-01 version 1. This book is based on the Ministry of Education of the public computer-based teaching of basic requirements and the Ministry of Labor and Social Security requirements of the national computer information tech exam Writing is made. The book is divided into 10 chapters. the main contents include: computer basics. micro-computer hardware components. the English keyboard. Windows XP and Office Management. Word word processing and office practice. Excel spreadsheets and data processing. PowerPoint presentations. production. Internet network infrastructure. software and other common tools Grading operator training and so on. This book contains information on the national high-tech computer operator part of the exam questions. exam practice for students to use. Detailed book. novel. closely linked to the outline. example-rich. easy to understand language. Each chapter is arranged for the appropriate amount of exercises. the book with the answer. Material required for the book go to Beijing Jiaotong University Press website (<http://press.bjtu.edu.cn>) download. or send an email to greening25725@163.com request. This book can be used as higher education. adult higher education public computer or computer-based culture-based materials. but also various types of computer training courses as training materials and student self-reference. Contents: Chapter 1. basic computer knowledge. computer 1.1 Overview 1.1.2 Overview 1.1.1 computer computer classification of the characteristics 1.1.3 1.1.4 1.1.5 computer. computer applications development process 1.1.6 Development Trend 1.2 computer 1.2.1 The basic components of computer systems composed of computer systems. computer hardware systems 1.2.2 1.2.3 1.2.4 computer software system key performance indicators that the number of 1.3 computer system. said method 1.3.1 1.3.2 number of common 1.4 Coding of information and prevention of computer virus...



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