



## Computer Application (Basic module) (Windows XP + Office 2007) (with CD-ROM 1 Zhang) (plus verification code standard)

By JIANG ZONG LI ZHU

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Publisher: Electronic Industry Press. Pub. Date: 2010-03. This book includes basic computer knowledge. the use of operating system (windows xp). application of the Internet (internet). word processing software applications (word 2007). a spreadsheet (excel 2007). and production of multimedia presentation software applications (powerpoint 2007) and so on. The material from the actual occupational status (group) task as the source. the analysis. summarized. refined. well-designed a set of innovative. involving a wide range of practical tasks. in accordance with law students cognitive and difficult task Easy ordering of teaching content. the abstract theoretical knowledge into a typical work tasks. so that students in the classroom and outside of the teaching content of intensive training to master the skills. Contents: Chapter 1 to learn basic computer knowledge and application of computer development unit area of ??1.1 Task 1 to understand the history of the computer task 2 about computer applications. characteristics and classification of learning the computer system unit 1.2 Task 1 acquaintance aboutFour Satisfaction guaranteed, or money back.



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