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paperback. 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 operating Applied Learning shortcut tutorial (whh) Original Price: 22 yuan: Cuiya amount. Liang Weimin editor of Press: UESTC Publication Date :2005-1- 1 ISBN: 9787810944687 words: Page: Revision: Binding: Folio: Weight: Editor's Choice SUMMARY The book is focused on a wide range of computer beginners. I start from the basics. step by step. 1.2 brief introduction to basic computer knowledge and DOS operating systems; Chapters 3 and 4 keyboard operation. fingering training and Chinese character input method; Chapter 5 focuses on the use of Wubi input method; Chapter 6 describes the use of the operating system Windows XP Server 2003; 7.8.9 chapter details the WPS Office 2003 as well as the Chinese version of Word 2003 and Excel 2003 office software applications; 10. 11. introduced the knowledge of computer network and security knowledge to make readers while operating the computer but also maintenance and care of your computer. In order to enable the reader to deepen the understanding of teaching content. to consolidate what they have learned. with the back of the book in each chapter with exercises and hands-on operating questions covered in this chapter contents. In addition. the book comes with multimedia teaching CD-ROM. both side cases teachers to use. but also to guide students to operate a computer. The book is rich in content and comprehensive language concise. easy to understand. clear and reasonable steps. The readers do not need to have advanced computer knowledge can easily get started quickly grasp. This book can be used as a large. colleges and professional textbooks. but also can be used as office automation training materials also available for the majority of computer autodidact..



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