



Introduction to computers and modern office (with CD-ROM version of the classic 2009 Extreme) worry-free to learn computer novice

By -

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 304 Publisher: Tsinghua Tong Fang CD-ROM electronic Pub. Date :2009-03-01 version 1 of this manual to start a new idea to explain the basics of computers. the basic operation of mouse and keyboard. the Chinese character input method entry shortcuts. Windows XP Starter shortcut. Word 2003 word processing entry shortcuts. Excel 2003 spreadsheet entry shortcuts. PowerPoint 2003 presentation to start shortcut. Access 2003 data management entry shortcuts. search and download the network resources to send and receive e-mail and QQ chat. learn it yourself machines. tools used in modern office software and modern office equipment maintenance. computer maintenance and repair. etc. is a tailor-made for the computer entry of the new Reading office. Full manual uses the teaching examples and the combination of multimedia CD-ROM form. the principles of computer knowledge. operational processes. applications. examples of organically combine in simple language. visual images. step by step procedure. in detail explained the whole process of computer operation. and interspersed them to explain. prompt. pay attention to skills coaching. tried to be systematic. comprehensive. intuitive. illustrated by such forms...

Reviews

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