

## Fundamentals of Computer Application (Software Institute 12th Five-Year Plan textbook)(Chinese Edition)



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### ***Reviews***

*Very useful to any or all group of men and women. I am quite late in start reading this one, but better than never. You are going to like just how the blogger publish this book.*

***(Kristian Nader)***

## FUNDAMENTALS OF COMPUTER APPLICATION (SOFTWARE INSTITUTE 12TH FIVE-YEAR PLAN TEXTBOOK)(CHINESE EDITION)



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 :2012-09-01 Pages: 201 Publisher: Water Power Press title: computer applications based (Software Vocational and Technical College 12th Five-Year Plan textbook) List Price: 24.00 yuan Author: Wang Lu Qun editor Press : Water Power Press Publication Date :2012-9-1 ISBN: 9787508499796 Number of words: 336.000 yards: 201 Edition: 1 Binding: Paperback: 16 Weight: Editor's Choice Fundamentals of Computer Application (Software Institute 12th Five-Year Plan textbook) knowledge by Wang Road group editor. the book is divided into six chapters. covering basic computer. Windows7 operating system of Office 2010 office software and computer network infrastructure. Chapter 1 describes the basic computer knowledge. including the history of the development of the computer. the computer's features. binary character encoding. the computer system composition. Chapter 2 describes the Windows 7 operating system to use. including a basic knowledge of resource management. account management. control panel. Chapter 3 describes the use of Word 2010. including page setup. tables. drawing. photo-text. headers and footers. and other basic word processing operations. Chapter 4 describes the the Excel2010 use. edit data. format tables. formulas and functions. data management. charts operation. pivot tables and data perspective view of basic knowledge. Chapter 5 describes the use of PowerPoint 2010. including the creation of the presentation. the screening effect of setting some basic operational skills. Chapter 6 presents the basics of computer network. including the knowledge of the composition of the network interconnect devices. Internet access methods. TCP / IP protocol. C / S and B / S structure. Summary Fundamentals of Computer Application (Software Institute 12th Five-Year Plan materials) can be used as basic computer introductory textbook vocational colleges or college students. but also can be used as the basis...

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