

COMPUTER CULTURE (VOCATIONAL EDUCATION AND SECOND FIVE-MATERIALS)



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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: 335 Publisher: Yellow River Water Resources Pub. Date :2011-08-01 version 1 by high Xiao Liming compiled the Computer Culture. mainly in the Windows XP operating system. applications. based on a comprehensive and systematic exposition of basic knowledge of computer. operating system. applications. word processing software. Word 2003. spreadsheet software. Excel 2003. presentation software PowerPoint. 2003. database applications. computer networks and security. web design. multimedia technology and other basic knowledge. Purpose is to help students in a comprehensive understanding of basic computer knowledge. based on the Windows platform to master a variety of application software operating skills. and enhance the IT literacy of students. Computer Culture as a vocational college for computer science teaching and non-computer professional. but also for beginners learning to use computers as a computer training materials or self-study books. Contents: Preface Chapter 1 basic knowledge of computer information technology 1.1 1.2 1.3 development and application of computer representation of the information the computer 1.4 1.5 micro-computer system configuration of the computer exercises in Chapter 2 Chinese 2.1 windows XP operating system and basic operation 2.2 Overview 2.3 Desktop Management customized personalized environment 2.4 Windows XP file management 2.5 Windows XP's Disk Management 2.6 windows xP program management 2.7 Windows 7 Overview Chapter 3 Exercises word processing software Word 2003 3.1 Word 2003 user interface 3.2 Word 2003 3.3 Word document view mode The basic operation of the basic operation of text 3.4 3.5 format. beautify the production of documents and application forms 3.6 3.7 Word-like graphical style 3.8 Word print layout template 3.9 Exercises Chapter 4 spreadsheet software Excel 2003 4.1 Excel 2003 Introduction 4.2 work Table (book) 4.3 form creation and editing format...



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