#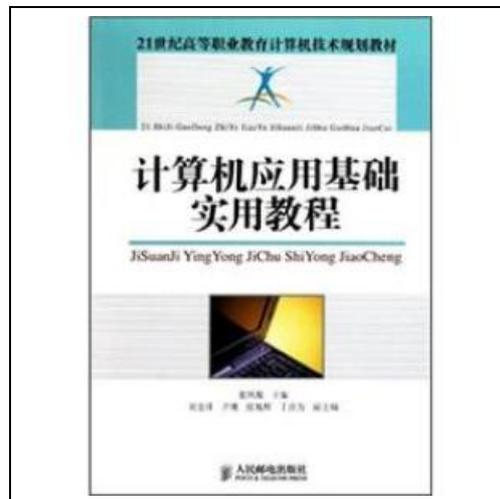 Computer Application Practical Guide (with CD-ROM in the 21st century computer technology. vocational education planning materials)

21世纪高等职业教育计算机技术规划教材

21 Shi Ji GaoDeng ZhiYe JiaoYu JiSuanJi JiShu GuiHua JiaoCai

计算机应用基础
实用教程

JiSuanJi YingYong JiChu ShiYong JiaoCheng

人民邮电出版社

POSTS & TELECOM PRESS

Filesize: 8.98 MB

Reviews

It in a of the most popular ebook. I have got study and i am certain that i am going to likely to read again yet again in the future. I am happy to inform you that this is actually the greatest ebook i actually have study inside my very own life and might be he best ebook for possibly.

(Alison Stanton)

COMPUTER APPLICATION PRACTICAL GUIDE (WITH CD-ROM IN THE 21ST CENTURY COMPUTER TECHNOLOGY. VOCATIONAL EDUCATION PLANNING MATERIALS)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 221 Publisher: People's Post Pub. Date :2010-08-01 version 1. This book introduces the basic knowledge of computer and network applications. the main contents include basic knowledge of computer. keyboard and text entry. Chinese Windows XP operating system. Chinese version of Word 2003. Excel 2003 Chinese version. PowerPoint 2003 knowledge of the Chinese version and network applications. Book to be practical. technical principle. the use of task-driven form of organizing content. emphasis on computer skills training. Book with a specialized computer training and examinations on the basis of machine-related software and test database. This book can be used as higher vocational colleges' computer-based curriculum materials. but also self-refer for computer beginners. Contents: basic computer knowledge of the project a Task 1: Understanding the development and application of computer Task 2: Use the number system conversion Task 3: The computer's basic computing tasks 4: The two components of a computer system keyboard and text input task 1: Introduction Task 2 keyboard : Pinyin input method Task 3: Wubi input method project three Chinese Windows XP operating system task 1: Windows XP operating system-based task 2: Windows XP file management tasks 3: Windows XP Display Settings item four personality Word 2003 document processing tasks 1: Understanding the Word 2003 document processing software Task 2: Document Editing Task 3: Document Formatting Task 4: page formatting Task 5: photo-text task 6: Form Operation Task 7: Adding comments to documents. footnotes and endnotes task 8: Using and creating styles Task 9: Long Document Layout Excel 2003 spreadsheet program five tasks 1: Excel 2003 Basics Task 2: Excel 2003 Basic Operation Task 3: Form the production and formatting Task 4: Data Management Task 5:...

📄 Read Computer Application Practical Guide (with CD-ROM in the 21st century computer technology. vocational education planning materials) Online
📄 Download PDF Computer Application Practical Guide (with CD-ROM in the 21st century computer technology. vocational education planning materials)

Related Kindle Books

Applied Undergraduate Business English family planning materials: business knowledge REVIEW (English) (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 Pages: 240 Language: English Publisher: Foreign Economic and Trade University...

[Download PDF »](#)

The Healthy Lunchbox How to Plan Prepare and Pack Stress Free Meals Kids Will Love by American Diabetes Association Staff Marie McLendon and Cristy Shauck 2005 Paperback

Book Condition: Brand New. Book Condition: Brand New.

[Download PDF »](#)

The Red Leather Diary: Reclaiming a Life Through the Pages of a Lost Journal (P.S.)

Harper Perennial. PAPERBACK. Book Condition: New. 0061256781 Never Read-12+ year old Paperback book with dust jacket-may have light shelf or handling wear-has a price sticker or price written inside front or back cover-publishers mark-Good Copy-...

[Download PDF »](#)

My Windows 8.1 Computer for Seniors (2nd Revised edition)

Pearson Education (US). Paperback. Book Condition: new. BRAND NEW, My Windows 8.1 Computer for Seniors (2nd Revised edition), Michael Miller, Easy, clear, readable, and focused on what you want to do Step-by-step instructions for the...

[Download PDF »](#)

Joey Green's Rainy Day Magic: 1258 Fun, Simple Projects to Do with Kids Using Brand-name Products

Fair Winds Press, 2006. Paperback. Book Condition: New. Brand new books and maps available immediately from a reputable and well rated UK bookseller - not sent from the USA; despatched promptly and reliably worldwide by...

[Download PDF »](#)

My Big Book of Bible Heroes for Kids: Stories of 50 Weird, Wild, Wonderful People from God's Word

Shiloh Kidz. PAPERBACK. Book Condition: New. 1634093151 BRAND NEW!! MULTIPLE COPIES AVAILABLE. NEW CONDITION!! 100% MONEY BACK GUARANTEE!! BUY WITH CONFIDENCE! WE SHIP DAILY!!EXPEDITED SHIPPING AVAILABLE.

[Download ePub »](#)

Index to the Classified Subject Catalogue of the Buffalo Library; The Whole System Being Adopted from the Classification and Subject Index of Mr. Melvil Dewey, with Some Modifications .

Rarebooksclub.com, United States, 2013. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****.This historic book may have numerous typos and missing text. Purchasers can usually

[Download ePub »](#)

DK Readers Day at Greenhill Farm Level 1 Beginning to Read

DK CHILDREN. Paperback. Book Condition: New. Paperback. 32 pages. Dimensions: 8.8in. x 5.7in. x 0.2in.This Level 1 book is appropriate for children who are just beginning to read. When the rooster crows, Greenhill Farm springs

[Download ePub »](#)

TJ new concept of the Preschool Quality Education Engineering: new happy learning young children (3-5 years old) daily learning book Intermediate (2)(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 :2005-09-01 Publisher: Chinese children before making Reading: All books are the

[Download ePub »](#)

Oxford Reading Tree: Stage 1+: Songbirds: Mum Bug's Bag

Oxford University Press. Paperback. Book Condition: new. BRAND NEW, Oxford Reading Tree: Stage 1+: Songbirds: Mum Bug's Bag, Julia Donaldson, Clare Kirtley, Songbirds Phonics combines real phonic stories with interactive whiteboard software to deliver the

[Download ePub »](#)