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ORDINARY HIGHER EDUCATION ELEVENTH FIVE-YEAR NATIONAL PLANNING MATERIALS: THE UNIVERSITY BASIC COMPUTER. COMPUTER OPERATING PRACTICE (3RD EDITION)(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: November 2012 Pages: 304 in Publisher: People's Posts and Telecommunications Press Ordinary Higher Education Eleventh Five-Year national planning materials: the University Computer Fundamentals and computer operating practice (3) gradually introduce Windows 7 operating system and Word 2007 word processing software. Excel 2007 spreadsheet software. PowerPoint presentation software. Internet browser and web authoring software Dreamweaver application. The book is divided into six chapters. each arranged a representative case. Every task set in the case. reflects an operating points targeted. The The book detailed description of the specific steps to complete each task. and come out of the knowledge and operating skills. has a strong practical. Ring ring interlocking between the cases of each chapter. step by step. from easy to difficult. is layered. The operating questions with each chapter. its operation points both with this stage of the case closely related. and improve. help readers review and consolidate what they have learned to master the skills of integrated application. Contents: Chapter 1 Windows 7 operating 1.1 Basic concepts 1.2 Windows 7 basic operation 1.2.1 1.2.2 Design Case Study steps to the basic operation of the mouse. Launch the application window the basic operation of the window window switch and arranged a screen shot of the desktop and windows 7. set the desktop background to set the screen saver 9 set the Start Menu Properties 10. settings Taskbar Properties 1.3 Windows 7 disk and file management 1.3.1 the basic concepts of the document 1.3.2 Case Study 1.3.3 Design Step 1 Open the Computer window 2. establish file folders 3. establish in the application file 4. established and documented in the Computer window 5. copying files. view the file....

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