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paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 215 Publisher: Tsinghua University Press Pub. Date :2006-8-1. This book is part of the Intermediate Computer Application Guide (2nd Edition) and written exercises and experiments to guide teaching, including teaching the concept of and a summary of key points. extensive exercises and answers. hands-on experiments to guide the content and process. as well as two sets of simulations and the corresponding answer papers. This book is for institutions of higher education in humanities, social sciences and other professional students. but also as a basic knowledge of various types of computer training materials and self-reference materials. Contents: Exercises Chapter 1 of the guidance with the experimental knowledge of basic computer concepts chapter 1 chapter 1 Exercise 2 Chapter 2 of this chapter the concept of the Windows operating system 7 7 7 chapter Exercises Chapter 17 Experiment 17 Experiment experimental 2.1Windows basic operation 2.2 basic operation of folders and files 24 Experiment 2.3 control panel. accessories. and other basic operations 28 experiments 2.4 screen copy. save and compress files Figure 33 in Chapter 3 Word document processing exercises in this chapter 35 chapter 35 chapter 35 concept 40 experiment will test 3.1 and save the new document text entry experiment 3.2 40 42 experimental practice editing text formatting exercises 45 3.3 Experiment 3.4 3.5 experimental form processing exercise 49 exercise programs and directories 50 Chapter 4 the concept of utility software Excel53 chapter 54 chapter 53 chapter exercises test 4.1 test 59 produced a company's sales forecast Table 59 Experiment 4.2 production of a store's sales statistics report 62 experiments on the production PivotTable 4.3 65 Chapter 5 PowerPoint application exercises in this chapter 68 chapter 68 chapter 68...

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