



National Computer Rank Examination (an MS OFFICE) point-on guidance and exam Jin

By SHEN BI XIAN SHEN HONG

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 213 Publisher: East China University of Technology Press Pub . Date :2009-09. The purpose of this writing is to enable candidates successfully passed the National Computer Rank Examination (Grade MSOffice). while to master the basic skills of computer applications and application skills. proficient use of office automation technology in a variety of functions processing and completion of different tasks. completed tasks in the process learned to select a different application software task to analyze and improve the processing ability to solve problems. learn to creatively complete tasks in order to improve the direction of the specialized ability to lay a good job basis. This book includes: basic computer knowledge. windowsXP operating system. Word2003 use. Excel2003 use. PoweiPoint2003 the use of the Internet and simple initial application of knowledge. Contents: Chapter 1 Overview of basic computer knowledge. computer 1.1 Overview 1.1.2 1.1.1 development of computers and computer applications 1.1.3 features the classification of computer system and encoding the number 1.2 1.2.1 1.2.2 The concept of data classification and the number system The concept and the number system conversion...



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