



## 9787564066338 Fundamentals of Computer Application practical tutorial (second five innovative vocational education(Chinese Edition)

By LU CHUAN YING // CHI XIAO MAN

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2012-08-01 Pages: 220 Publisher: basic information about the title of the Beijing Institute of Technology: Fundamentals of Computer Application Practical Guide (Higher Vocational Education Twelfth Five innovative planning materials) List Price: 29 yuan Author: Luchuan Ying Chi Hiu Man Press: Beijing Institute of Technology Publication Date :2012-08-01 ISBN: 9787564066338 words: Page: 220 Revision: Binding: Folio: 16 open commodity Weight: Editor's Choice Luchuan Ying Fundamentals of Computer Application Practical Guide is divided into three large module 10 tasks. three modules for the basic computer knowledge module. Office productivity software modules. network application modules. mainly to make the students understand the basic knowledge of microcomputer hardware and software. to master the basic operation of the Windows XP operating system. Office productivity software ( Word. Excel. PowerPoint) operating skills. and network applications to meet the requirements of the basic skills of computer applications students in different occupational positions. Task-driven. case teaching is the main feature of this compilation of teaching materials. teaching content design depth from shallow people. part of the Office office software (Word. Excel. PowerPoint) to design a comprehensive...



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