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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 202 Publisher: Beijing Institute of Technology Pub. Date :2011-09-01 version 1. Yangyun Yong and Mu Zhaonan editor of Computer Application is written for computer basic course materials. the main contents include an overview of basic computer knowledge . Windows XP and system settings to use. word processing software. Word 2003. electronic forms processing software. Excel 2003. presentation authoring software PowerPoint 2003. computer networks and Internet operations and the use of common tools. Computer Application to practice the core skills. focus on improving students' practical skills and practice of literacy. Taking into account different levels of reader's computer operations. the contents of each chapter must master both the basics. but also increase more in-depth knowledge. Computer Application as a college. vocational education. basic computer course materials. but also as adult education. computer grade examination and a variety of computer training materials and self-reference. Contents: Chapter 1.1 computer. basic computer knowledge and computer stage of development outlined in 1.1.1 1.1.2 1.1.3 computer applications. computer systems. computer features an integral 1.2 1.2.1 1.2.2 computer software computer hardware computer system 1.3 1.3.1 The data and coding information storage unit number of the computer system 1.3.2 1.3.3 1.4 non-numerical information that the concept of computer virus virus 1.4.1 1.4.2 1.4.3 characteristics of the virus computer virus classification 1.4. 4 virus identification and prevention of Chapter Chinese Windows XP operating system 2.1 Windows XP Introduction 2.1.1 Windows XP features 2.1.2 Windows XP start-up 2.1.3 Windows XP 2.2 Windows XP's out of the basic operation of the mouse 2.2.1 2.2.3 Operation 2.2.2 Custom Mouse Keyboard 2.2.4 Keyboard 2.3 Windows XP custom windows and dialog boxes 2.3.1 Windows XP 2.3.2 windows form the basic operation...

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