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Computer Course

By R.K. Taxali

Tata McGraw-Hill Education Pvt. Ltd., 2010. Softcover. Book Condition: New. First edition. Meant for an average user, this book gives a detailed and yet a simple account of how to use a PC for basic needs. The only pre-requisite for the reader is the ?ability to read? and hence the book has been kept extremely simple, straight forward and easy to follow, with step by step instructions accompanied by appropriate illustrations. The book provides explanations, with screen shots to demonstrate the described functions. The book starts with the introduction to computer and its parts and their uses, and then goes on to explain how to use computers delving to the very basics including how to hold, scroll and click the mouse. MS Word, Excel, PPT, Access, Internet and Email, Internet Security and Basic Tally all are covered in this book. This book is suitable for everyone, whether you are a student in a school or college, an office or factory employee, a house-wife, or an even a retired person- an excellent text for self-study and practice. Table of contents 1. What is a Computer? 2. Using Windows 3. Word Processing with Microsoft Word 4. Microsoft Excel 5. Microsoft Access 6....



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