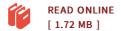




Computer Course

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....



Reviews

Undoubtedly, this is actually the very best job by any writer. It is loaded with wisdom and knowledge You will not really feel monotony at anytime of your respective time (that's what catalogs are for concerning when you check with me). -- Prof. Lawson Stokes IV

This book is great. I could possibly comprehended everything using this published e book. I am easily could possibly get a enjoyment of reading a published pdf. -- Deanna Rath I

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Read Write Inc. Phonics: Grey Set 7 Storybook 8 Andrew

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. Tim Archbold (illustrator). 210 x 131 mm. Language: N/A. Brand New Book. These engaging Storybooks provide structured practice for children learning to read the Read Write Inc. Set 1, 2 and 3...

Klara the Cow Who Knows How to Bow (Fun Rhyming Picture Book/Bedtime Story with Farm Animals about Friendships, Being Special and Loved. Ages 2-8) (Friendship Series Book 1)

Createspace, United States, 2015. Paperback. Book Condition: New. Apoorva Dingar (illustrator). Large Print. 214 x 149 mm. Language: English. Brand New Book ***** Print on Demand *****. Klara is a little different from the other cows, because she has a very special...

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Games with Books : 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade

Book Condition: Brand New. Book Condition: Brand New.

Games with Books : Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn from Preschool to Third Grade

Book Condition: Brand New. Book Condition: Brand New.

E.	

Children s Educational Book: Junior Leonardo Da Vinci: An Introduction to the Art, Science and Inventions of This Great Genius. Age 7 8 9 10 Year-Olds. [Us English]

Createspace, United States, 2013. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****. ABOUT SMART READS for Kids . Love Art, Love Learning Welcome. Designed to expand and inspire young minds; this is...