



University computer-based practice tutorials

By DENG HONG WEI WEI SHU DI JIAO GE

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 243 Publisher: China Renmin University Press Pub. Date :2009-06. This book is divided into three parts. The first part of the basic skills training. the main contents include operating systems. word processing. spreadsheet processing. presentation. production. web design. network configuration. Internet-based. Photoshop use of experiments. Instance of each experiment are produced as a demonstration. easy to understand. for self-study. The second part tests basic knowledge of exercise. The third part is an appendix including the basic knowledge test exercises refer to the answer and the National Computer Rank Examination and secondary public knowledge. simulation-based test questions. Contents: basic skills test the first part of the basic operation of an experimental two windowsxp file and folder operations and other operations windowsxp Experiment 3 Experiment 4 wordc2003 document the basic operation and production of table layout Experiment 5 wordc2003 experiment six wordc2003 graphics and photo-text experiment seven wordc2003 experiment eight excelc2003 comprehensive application of the basic operation and worksheet formatting function experiments nine excelc2003 formula and experimental data in the chart of ten excelc2003 experimental eleven excelc2003 data management...



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