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## COMPUTER TRAINING TUTORIALS AND PRACTICAL GUIDANCE (IN THE 21ST CENTURY VOCATIONAL PLANNING MATERIALS) COMPUTER-BASED EDUCATION SERIES



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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: 147 Publisher: Tsinghua University. Pub. Date :2010-07-01 version 1. This book is the Computer Practical Guide supporting training guide books. The book is divided into eight chapters. with the Practical Guide to Computer corresponds to the first eight chapters. including computer basics. Windows xP operating systems. word processing software. Word 2003. spreadsheet software: Excel 2003. presentation authoring software PowerPoint 2003. computer network infrastructure and the Internet. computer information security and common tools. In addition to Chapter 8. outside the book (Chapter 8 contains only-on experiments). each chapter is divided into four parts. namely: after-school exercise fine solution. multiple-choice selection. and multiple-choice test on the machine refer to the answer. After-school exercises refined solution is for Computer Practical Guide typical after-school exercise book and answer analytical. analytical and concise. in place; choice selection is selected for the course knowledge of the typical representative example; hands-on lab based in part on computer-based courses of practical capacity-building requirements and the practical skills needed to design programs to help students master the practical skills required; refer to the answer multiple-choice is choice selection part of the reference to the answer. help students test the effectiveness of learning. Book as a vocational college to the professional teaching basic computer course. also be used as a test of computer training materials. but also as office automation and other related materials. and related professional practitioners in general self-learning books. Contents: Chapter 1 1.1 after-school exercise basic computer knowledge multiple-choice selection of fine solution 1.2 1.3 1.4 multiple-choice test on the machine refer to the answer in Chapter 2 2.1 Windows XP operating system after-school exercise fine multiple-choice selection of the solution 2.2 2.3 2.4...

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