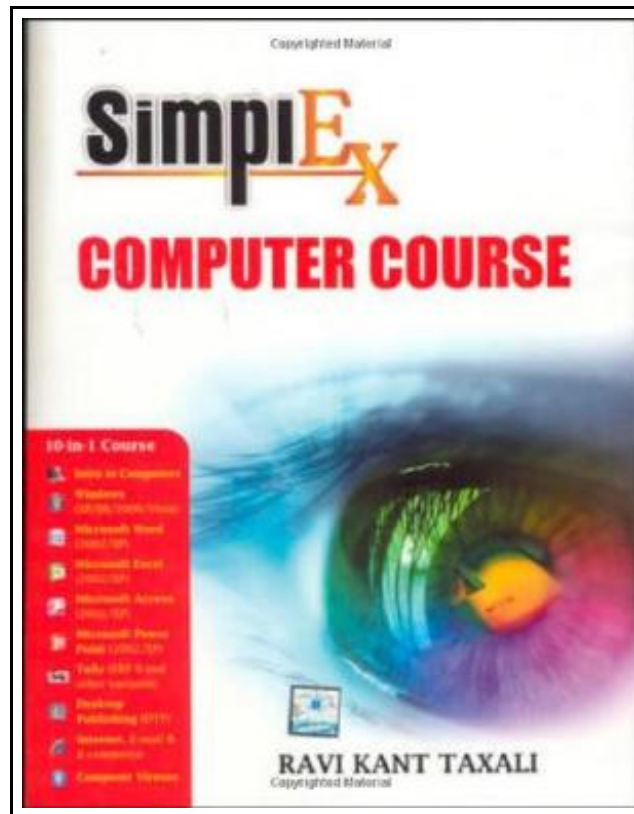


## Computer Course



Filesize: 7.65 MB

### ***Reviews***

*It in a of my personal favorite ebook. It is probably the most awesome publication i have read through. You wont really feel monotony at anytime of the time (that's what catalogs are for regarding in the event you check with me).*

***(Juliet Kertzmann)***

## COMPUTER COURSE



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 prerequisite 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. Microsoft PowerPoint 7. Tally 8. Introduction to Desktop Publishing 9. Internet, Email and E-Commerce 10. Computer Virus, Spyware and Adware Printed Pages: 485.



[Read Computer Course Online](#)



[Download PDF Computer Course](#)

## You May Also Like



### **Learn at Home:Learn to Read at Home with Bug Club: Pink Pack Featuring Trucktown (Pack of 6 Reading Books with 4 Fiction and 2 Non-fiction)**

Pearson Education Limited. Paperback. Book Condition: new. BRAND NEW, Learn at Home:Learn to Read at Home with Bug Club: Pink Pack Featuring Trucktown (Pack of 6 Reading Books with 4 Fiction and 2 Non-fiction), Catherine...

[Download eBook »](#)



### **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...

[Download eBook »](#)



### **Read Write Inc. Phonics: Orange Set 4 Non-Fiction 5 Jim s House in 1874**

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. 207 x 168 mm. Language: N/A. Brand New Book. These decodable non-fiction books provide structured practice for children learning to read. Each set of books...

[Download eBook »](#)



### **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...

[Download eBook »](#)



### **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.

[Download eBook »](#)

**How to Make a Free Website for Kids**

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Table of Contents Preface Chapter # 1: Benefits of Having a Website Chapter

[Read ePub »](#)

**Your Planet Needs You!: A Kid's Guide to Going Green**

Macmillan Children's Books, 2009. Paperback. Book Condition: New. Rapidly dispatched worldwide from our clean, automated UK warehouse within 1-2 working days.

[Read ePub »](#)

**Growing Up: From Baby to Adult High Beginning Book with Online Access**

Cambridge University Press, 2014. UNK. Book Condition: New. New Book. Shipped from US within 10 to 14 business days. Established seller since 2000.

[Read ePub »](#)

**Traffic Massacre: Learn How to Drive Multiple Streams of Targeted Traffic to Your Website, Amazon Store, Auction, Blog, Newsletter or Squeeze Page**

Createspace Independent Publishing Platform, United States, 2016. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.3 Free Bonus Books Included! Attention: Online business owners. quot;Finally!

[Read ePub »](#)

**The Trouble with Trucks: First Reading Book for 3 to 5 Year Olds**

Anness Publishing. Paperback. Book Condition: new. BRAND NEW, The Trouble with Trucks: First Reading Book for 3 to 5 Year Olds, Nicola Baxter, Geoff Ball, This is a super-size first reading book for 3-5 year

[Read ePub »](#)