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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: 249 Publisher: West Beigong Pub. Date :2009-12-01 version 1. This book is a series of secondary vocational schools. computer planning materials. The main contents include an overview of office automation and computer basics. Windows XPVista operating system. Chinese input method. the basic operation of Chinese Word 2007. Excel 2007 basic operation of Chinese. Chinese basic operations of PowerPoint 2007. computer networks and the Internet. used office equipment use. the use of common office software. industry application examples and guidance on the machine. The book is rich with examples of typical. application examples and chapters end with exercises to enable readers to learn theoretical knowledge through the production instance to consolidate the knowledge points. This book can be used as secondary vocational schools. computer office automation course materials. and training materials can be used as office automation. and self-study reference for computer enthusiasts. Contents: Chapter 1 Overview and office automation. office automation. computer basics 1.1 Overview 1.1.1 The concept of office automation. office automation 1.1.2 Office Automation 1.1.3 Advantages of the status quo and development trend 1.2 1.2.1 The development of computer knowledge computer 1.2 .2 characteristics of the computer 1.2.3 1.2.4 Classification of computer applications computer basic components of computer systems 1.3 1.3.1 1.3.2 Overview of computer systems computer hardware computer software system 1.3.3 1.4 1.4.1 host computer's hardware components Keyboard and mouse Monitor 1.4.3 1.4.2 1.4.4 1.5 computer to connect to other external devices the main components of a computer monitor connection 1.5.2 1.5.1 keyboard. mouse. speaker connections 1.5.3 1.5.4 power line connection Connect 1.6 computer startup and shutdown your computer 1.6.2 1.6.1 1.7 computer virus shut down the computer virus and security 1.7.1 Knowledge 1.7.2...

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