



21st century higher vocational education computer technology planning materials industry and information technology vocational 12th Five-Year Plan textbook project item: Fundamentals of Computer Application [Paperback]

By LI JIAN JUN



paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback Pages Number: 325 Language: Simplified Chinese. Publisher: Posts & Telecom Press; 1st edition (October 1, 2011). Li Jianjun. Chan Chit-editor of the Fundamentals of Computer Application. Windows XP and Microsoft Office 2003 as a platform combined with the actual situation. the use of project-based teaching mode. teaching content to lead the projects and tasks. Book selected seven projects as a learning situation. including to take over the computer. the production of company documents. production of exhibition invitations. to manufacture products to promote manual to make payroll. processing sales data. production of the product presentation. Learn basic computer knowledge. basic concepts and some common software use in the process of implementation of the project tasks. Including basic computer knowledge. the basic operation of Windows XP. Word applications. Excel. applications. and PowerPoint production. Fundamentals of Computer Application is a vocational professional students learn basic knowledge of computer applications necessary textbooks and teaching materials can also be used as a variety of computer training courses. as well as participate in the national university

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