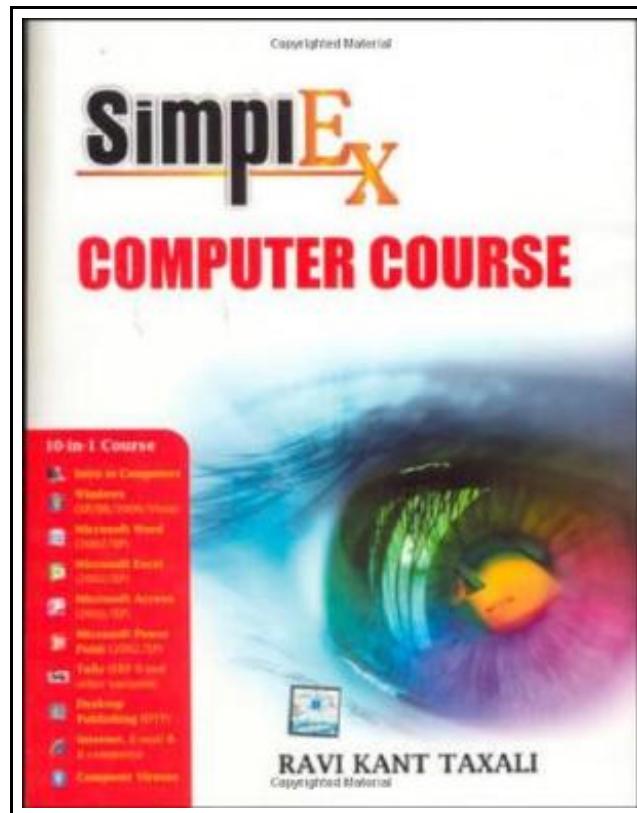


## Computer Course



Filesize: 9.6 MB

### Reviews

*A must buy book if you need to adding benefit. Better then never, though i am quite late in start reading this one. I am very happy to inform you that this is basically the very best book we have study during my own life and could be he finest ebook for possibly.*

*(Rodger Hane)*

## COMPUTER COURSE

[DOWNLOAD PDF](#)

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](#)

## Relevant eBooks

---



### **Love My Enemy**

Andersen, UK, 2004. Softcover. Book Condition: New. First Edition. Available Now. Book Description: Zee (short for Zara) lives in a quiet suburb of Belfast, with an apparently idyllic family life. But Zee's father was shot...

[Read Book »](#)

---



### **History of the Town of Sutton Massachusetts from 1704 to 1876 (Paperback)**

Createspace, United States, 2015. Paperback. Book Condition: New. annotated edition. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.This version of the History of the Town of Sutton Massachusetts...

[Read Book »](#)

---



### **Read Write Inc. Phonics: Grey Set 7 Storybook 8 Andrew (Paperback)**

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...

[Read Book »](#)

---



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

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...

[Read Book »](#)

---



### **Skills for Preschool Teachers, Enhanced Pearson eText - Access Card**

Pearson Education (US), United States, 2016. Online resource. Book Condition: New. 10th edition. 279 x 216 mm. Language: English . Brand New Book. NOTE: Used books, rentals, and purchases made outside of Pearson If purchasing...

[Read Book »](#)

**Pickles To Pittsburgh: Cloudy with a Chance of Meatballs 2**

Atheneum Books for Young Readers, 2000. Paperback. Book Condition: New. No Jacket. New paperback print book copy of Pickles to Pittsburgh: Cloudy with a Chance of Meatballs 2 written by Judi Barrett. Drawn by Ron

[Save Document »](#)**Who Am I in the Lives of Children? an Introduction to Early Childhood Education with Enhanced Pearson Etext -- Access Card Package (Paperback)**

Pearson, United States, 2015. Paperback. Book Condition: New. 10th. 251 x 203 mm. Language: English . Brand New Book. NOTE: Used books, rentals, and purchases made outside of Pearson If purchasing or renting from companies

[Save Document »](#)**Read Write Inc. Phonics: Blue Set 6 Non-Fiction 2 How to Make a Peach Treat (Paperback)**

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. 205 x 74 mm. Language: N/A. Brand New Book. These decodable non-fiction books provide structured practice for children learning to read. Each set of books

[Save Document »](#)**How to Start a Conversation and Make Friends**

Simon & Schuster. Paperback. Book Condition: new. BRAND NEW, How to Start a Conversation and Make Friends, Don Gabor, For over twenty-five years, small-talk expert Don Gabor has helped thousands of people communicate with wit,

[Save Document »](#)**A Smarter Way to Learn JavaScript: The New Approach That Uses Technology to Cut Your Effort in Half (Paperback)**

Createspace, United States, 2014. Paperback. Book Condition: New. 251 x 178 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.The ultimate learn-by-doing approachWritten for beginners, useful for experienced developers who want to

[Save Document »](#)