



Novices learn computer: My first computer book(Chinese Edition)

By GAO HAI XIA

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2013 Pages: 304 Language: the Uncoated Publisher: Shanghai Popular Science Press novice computer learning: my first computer book detailed and comprehensive explanation of the basics of a computer entry. WindowsXP Foundation operation and typing skills; Word processing office documents. Excel making statements and presentation of PowerPoint production; swim network. online chat. QQ application. blog. e-mail and life various network lock of applications; pictures browser and processing. audio and video enjoyment. compression software; killing and prevention of the virus. the computer daily maintenance. The basic operation of computer hardware components of the computer classification of Contents: Chapter 1 Computer Basics 1.1 computer understanding of the use of the computer of the computer 1.1.1 1.1.2 1.1.3 1.1.4 PC performance indicators 1.2 1.2.1 sitting position to operate a computer five kinds of basic operation 1.3.2 1.2.2 mouse grip 1.2.3 1.2.4 restart the computer fight Jian computer operation 1.3.1 1.2.5 1.3 mouse and keyboard turn off the computer mouse keyboard layout the 1.3.3 keyboard fingering with Keystroke principle 1.4 Summary 1.5 Exercises Chapter 2 operating WindowsXP2.1 awareness Desktop 2.1.1 WindowsXP...

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