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## National Computer Rank Examination Practical Guide (Grade B \ a MS Office)

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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: 269 Publisher: Suzhou University Pub. Date :2011-08-01 version 1 by Wang and Hu Jianping editor from the Bureau's National Computer Rank Examination Practical Guide includes the study of theory and operational guidance in two parts. Theoretical study section includes basic computer knowledge. Computer Organization. knowledge of computer software. multimedia introduction to computer networks and the Internet. etc.; every holiday with a typical example of the theory of knowledge analysis and strengthening exercises. Part of the book to guide the use of task-driven operation mode. the system describes the basic operation of Windows XP. character entry. word processing software Word. spreadsheet processing software. Excel. create presentation software PowerPoint. IE browser and Outlook and operating skills to use ; after each unit with a combat exercise. The appendix includes the National Computer Rank Examination (Grade B. a MS Office) syllabus and Kaoshiyangti. Closely linked to the latest version of the book syllabus. by long-term studies in computer applications. computer-based teaching classroom teachers. based on years of teaching and training experience. well-organized and written. The materials follow the simple. easy....



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