

## Culture of computer-based training guide (2nd edition in the 21st century series of higher vocational education computer program materials)



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## CULTURE OF COMPUTER-BASED TRAINING GUIDE (2ND EDITION IN THE 21ST CENTURY SERIES OF HIGHER VOCATIONAL EDUCATION COMPUTER PROGRAM MATERIALS)



paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 167 Publisher: Electronic Industry Pub. Date :2011-08-01 version 1 by Liang Zang Bo Qi Dan and editor of the basic computer literacy training guide is a computer culture base (2nd edition). a book supporting training materials. with the current employment situation. selection of cases. highlighting the practical and professional. Instance of the book in the simulation of the actual work situation. focus on training students to use and practical ability. This book is divided into eight chapters. including computer basics. Windows XP basics. Internet basics. Word documents. production and application of spreadsheet. presentation. production and synthesis examples of the application and so on. Computer Culture training guidance can be used as university students basic computer course training materials on the machine. but also vocational and training institutions as a reference. Contents: Chapter 1. basic computer knowledge. basic computer operation training 1.1 Training 1.2 Training 1.3 input method configuration operating a computer keyboard and fingering exercises training 1.4 1.5 character input training exercises in Chapter 2 the basic operation of the real Windows XP Arrange Icons training 2.1 Training 2.3 Training 2.2 Windows basic operation of electronic document management training 2.4 Windows XP system optimization training 2.5 Windows XP system environment configuration training 2.6 Windows XP to use attachments in Internet Chapter 3 Basic Operation Training 3.1 IE browser to use training 3.3 Training 3.2 TCPIP network configuration view basic information about the local network using e-training 3.4 Training 3.5 Training the use of common Internet tools commonly used anti-virus software settings 3.6 and use the Word document Chapter 4 production training 4.1 Word document layout and typesetting training set produced 4.2 Training 4.3 photo-text form to draw graphics training training 4.4 4.5 4.6...



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