



Easy to learn computer from novice to expert

By SHEN LONG GONG ZUO SHI

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 388 Publisher: Posts & Telecom Press Pub. Date :2008-8-1. This book is a guide for beginners to learn computer knowledge entry books. not only details the beginners in using the computer must master the basic knowledge. the use of methods and steps in the learning process and beginners often encounter issues expert guidance for beginners at the very start detours. Book is divided into four. a total of 19 chapters. No. 1 for the basic application. including an initial understanding of windows xp. manage files and folders. use the accessories program. my computer I call the shots. manage and set up the hardware and so on. Part 2 of security maintenance. including easy to manage windows. monitor system performance. make the system more stable. Fun LAN. control of network security and so on. Section 3 of office office. including the word text processing. excel spreadsheets. powerpoint slides produced and so on. Section 4 of online entertainment. including the resources you want to search. download and upload files. send and receive e-mail. through time and space communication. a...



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