



Computer Software and Applications

By Ashok Arora, Ramesh Bangia, Sunil Jalota

Laxmi Publications Pvt. Ltd, 2009. Softcover. Condition: New. First edition. `Computer Software and Applications` has been designed for the students who have a penchant in computer education or pursuing computer education. This book consists of twenty-nine chapters, focuses on each and every details required for the students. The chapters like Input and Output Devices, DOS, Microsoft Word, Excel, HTML have been added which give the basic details to the students. An honest attempt has been made to make this book very useful. The salient features of this book are: Written in easy language Plenty of examples and exercises have been added `Solved MCQs` and `Let us revise` have been given in each chapter. Clear diagrams and figures help students to have clear understanding. Contents: 1. The Computer System 2. The Input Output Devices 3. Keyboarding and Mouse Skills (Review) 4. Operating Systems 5. Disk Operating System (DOS) 6. Windows 95/98 7. Introduction to Windows XP 8. Microsoft Word 9. Microsoft Word continued 10. Microsoft PowerPoint 11. Microsoft PowerPoint continued 12. Microsoft Excel 13. Functions in Microsoft Excel 14. Chart in Microsoft Excel 15. Microsoft Excel Functions 16. Microsoft Access 17. Introduction to Internet 18. Working with e-mail 19. Algorithms and...



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