



Grading of basic computer training tutorials and the operator (the Ministry of Labor and Social Security. National Computer Operator exam supporting materials National Vocational Education and quality planning materials) (Chinese Edition)

By -

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 302 Publisher: Beijing Jiaotong University Pub. Date :2010-07-01 version 1. This book is based on the Ministry of Education of the public computer-based teaching of basic requirements and the Ministry of Labor and Social Security requirements of the national computer information tech exam Writing is made. The book is divided into 10 chapters. the main contents include: computer basics. micro-computer hardware components. the English keyboard. Windows XP and Office Management. Word word processing and office practice. Excel spreadsheets and data processing. PowerPoint presentations. production. Internet network infrastructure. software and other common tools Grading operator training and so on. This book contains information on the national high-tech computer operator part of the exam questions. exam practice for students to use. Detailed book. novel. closely linked to the outline. example-rich. easy to understand language. Each chapter is arranged for the appropriate amount of exercises. the book with the answer. Material required for the book go to Beijing Jiaotong University Press website (<http://press.bjtu.edu.cn>)

Reviews

Here is the best ebook we have read through right up until now. I could possibly comprehend every thing out of this written e pdf. Its been written in an remarkably easy way and is particularly only following i finished reading through this ebook by which in fact changed me, change the way i really believe.

-- **Etha Pollich**

The most effective publication i at any time read. We have study and i am sure that i will likely to read yet again once again in the foreseeable future. You will not truly feel monotony at anytime of your time (that's what catalogs are for about in the event you request me).

-- **Mr. Rafael Hoeger**