



# The University Computer Essentials Yan Tao(Chinese Edition)

By YAN TAO

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----- [Introduction] Higher Education 12th Five-Year Plan Textbook: University Computer Essentials is the public basic courses in colleges and universities computer textbooks. is the Editor on the basis of summing up the years of teaching experience. specifically for computer beginners introductory books written. The main contents include: computer basics. computer systems. Windows XP use Word 2003. Excel 2003 and PowerPoint 2003 features and use. Internet application basis. Regular higher education Twelfth Five-Year Plan materials: the University Computer Essentials rich in content. language. narrative layman. Focus on the introduction of basic knowledge. but also pay attention to the students of computer application skills. while covering the National Computer Rank Examination content of a (Windows environment). Book with multimedia courseware and paperless examination system for these teaching aids. classroom teachers can be provided in the Preface. -----  
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