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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2003-12-01 Publisher: China Agriculture Press title: University Information Technology Foundation (national agricultural colleges and teaching materials) List Price: \$ 35 Author: Li Yan according to Press: China Agriculture Press Publication Date: 2003-12-01 ISBN: 9787109080027 Words: Page: Revision: Version 1 Format: Folio: 16 commodity identification: 7A-28 Editor's textbook write basic requirements according to the Ministry of Education. the non-computer professional computer teaching three-tier organization National Tenth Five-Year Plan of the agricultural colleges and teaching materials. The main contents include: basic knowledge of computer and information technology (including information representation and coding. basic composition and working principle of the computer. microcomputer knowledge. multimedia and computer virus prevention knowledge. etc.). Windows 98 operating system. office automation system software Microsoft Office 2000 (word processing Word2000. form processing Excel 2000. presentation making PowerPoint 2000 and web production FrontPage2000) computer network with Internet preliminary knowledge and application. as well as Windows 2000-based LAN networking technology. This textbook highlights the knowledge and application of the Internet and computer LAN. the book focus on the training of the actual operation and application capabilities. Each chapter of the textbook with exercises. suitable for professional computer cultural basis of teaching. teaching and information technology infrastructure. as well as self-study. EXECUTIVE SUMMARY No third chapter of Chinese Contents Preface Chapter 1 Overview Chapter II DOS disk operating system Windows 98 operating system Chapter word processing the Word2000 Chapter spreadsheet software Microsoft Excel 2000 Chapter Microsoft PowerPoint 2000 Chapter VII No knowledge of computer networks and the Internet applications of Chapter VIII of web production and Web site management tools (FrontPage2000) Chapter Windows 2000 Server networking technology of introduction Digest No media recommended noFour Satisfaction guaranteed,or money back.



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