Information Technology Bible

By Ramesh Bangia

Laxmi Publications Pvt. Ltd, 2007. Softcover. Book Condition: New. First edition. There is no book which can teach you from A to Z of computers. Some of them are too comlplicated while others are too childish. This book has been written to fill this void. The book while giving the information about the computers, also tells you how to use it and use it effectively to produce results. It covers most of the common known applications of computers like Word Processing, Spreadsheets, Presentations, Databases, Web browsing, Internet and e-mail, and above all it teaches you HTML to create your own websites. Each chapter is laced with various screen shots to give you an idea as to how the screen would look like when you perform that particular step. At the end of the chapter, there is enough information to brush up yur knowledge about the chapter in the form of short and long questions. Contents: 1. The Computer System 2. The Input Output Devices 3. Computer Languages and Communications 4. Operating Systems 5. Microsoft Windows 6. Windows Accessories 7. Word Processing and Microsoft Office 8. Microsoft Word 9. Microsoft Word continued 10. Microsoft PowerPoint 11. Microsoft PowerPoint continued 12. Microsoft...

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