



## Basic Computer Course (BCC): Made Simple, (MS Office 2010 Edition)

By Geetha,Satish Jain,Shalini Jain

BPB Publications, 2015. Softcover. Book Condition: New. 22 x 28 cm. Basic Computer Course (BCC) Made Simple ?Covers MS Office 2010 Features Covers?? ? Word, Excel 2010 ? Solved & Unsolved Sample papers ? Knowing Computer ? Operating Computer Using GUI Based Operating System ? Understanding Word Processing ? Basics of Spreadsheet Concepts ? Communication Using the Internet ? WWW and Web Browsers ? Communications and Collaboration ? Making Small Presentation 1. KNOWING COMPUTER?.Introduction, Objectives, What is Computer, Basic Applications of Computer, Components of Computer System, Central Processing Unit, Keyboard, mouse and VDU, Other Input devices, Other Output devices, Computer Memory, Concept of Hardware and Software, Hardware, Software, Application Software, Systems software, Concept of computing, data and information Applications of IECT, e-governance, Entertainment, Bringing computer to life, Connecting keyboard, mouse, monitor and printer to CPU, Checking power supply, Summary, Model Answers 2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM?.Introduction, Objectives, Basics of Operating System, Operating system, Basics of popular operating system (LINUX, WINDOWS), The User Interface, Task Bar, Icons, Menu, Running an Application, Operating System Simple Setting, Changing System Date And Time, Changing Display Properties, To Add Or Remove A Windows Component, Changing Mouse Properties Adding and removing Printers, File...

### Reviews

*This written publication is wonderful. It really is loaded with knowledge and wisdom You will not really feel monotony at at any time of your time (that's what catalogues are for relating to if you ask me).*

-- **Desmond Becker**

*Absolutely essential go through publication. I am quite late in start reading this one, but better then never. You will not feel monotony at at any time of the time (that's what catalogues are for regarding if you ask me).*

-- **Ambrose Thompson II**

## Other PDFs

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Createspace, United States, 2010. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.From a certified teacher and founder of an online tutoring website-a simple and effective guide for parents and students to...

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### **THE Key to My Children Series: Evan s Eyebrows Say Yes**

AUTHORHOUSE, United States, 2006. Paperback. Book Condition: New. 274 x 216 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.THE KEY TO MY CHILDREN SERIES: EVAN S EYEBROWS SAY YES is about a three year old little boy who...

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### **Spanky the Mouse**

Createspace, United States, 2015. Paperback. Book Condition: New. 203 x 127 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.The biggest failure in life for any parent, or anyone raising a child is, if the Child grows up to...

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### **Children s Educational Book: Junior Leonardo Da Vinci: An Introduction to the Art, Science and Inventions of This Great Genius. Age 7 8 9 10 Year-Olds. [Us English]**

Createspace, United States, 2013. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.ABOUT SMART READS for Kids . Love Art, Love Learning Welcome. Designed to expand and inspire young minds; this is...

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Createspace, United States, 2013. Paperback. Book Condition: New. 248 x 170 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.ABOUT SMART READS for Kids . Love Art, Love Learning Welcome. Designed to expand and inspire young minds; this is...

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### **Becoming a Spacewalker: My Journey to the Stars (Hardback)**

Purdue University Press, United States, 2014. Hardback. Book Condition: New. 284 x 216 mm. Language: English . Brand New Book. This nonfiction picture book is a children s version of NASA astronaut Jerry L. Ross s autobiography, Spacewalker: My Journey in Space...

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