

BASIC COMPUTER SKILLS



Basic Computer Skills For Beginners

Peipei Pang



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Written by a Microsoft Office Master Instructor this useful guide walks you step by step through the most important concepts and skills you need to be proficient on the computer using nontechnical easy to understand language

You ll start at the very beginning getting acquainted with the actual physical machine then progress through the most common software at your own pace

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Clear instruction guides you through Microsoft Office 2013 helping you create documents in Word spreadsheets in Excel and presentations in PowerPoint

You ll even learn how to keep your information secure with special guidance on security and privacy

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Defense White Paper ,1999 **Skills for Success** ,1991

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The questions help students to master basic computer concepts and are able to identify key terms within each chapter

Answer key to end of chapter questions Appendix Contains a list of shortcut keys on how to quickly perform basic computer tasks

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